

**Defense Finance and Accounting Service (DFAS)
Web Invoicing System (WInS)
User Manual**

**Volume 1
MOCAS Commercial Invoice**

Version 3.7

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Table of Contents

1.	Overview	1
	The Defense Finance and Accounting Service (DFAS).....	1
	DFAS Web Invoicing.....	1
	An Overview of the DFAS Web Invoicing System (WInS)	1
	Mechanization of Contract Administration Services (MOCAS)	3
	Standard Automated Materials Management System (SAMMS)	4
	Standard Accounting and Reporting System (STARS)	5
	Getting Started With the DFAS Web Invoicing System (WInS).....	6
	Using the DFAS Web Invoicing System (WInS).....	8
	Security in the DFAS Web Invoicing System (WInS).....	8
	Mandatory, Optional, and Conditional Data Fields	9
	Defined Data Field Types and Lengths.....	9
	Selection List Data Selection Fields.....	9
	Online User Help.....	9
	JavaScript Alert	9
	System Warnings.....	10
	Year 2000 Compliance.....	10
2.	DFAS Web Invoicing System (WInS) Home Page.....	11
	DFAS WInS Home Page Field Definitions.....	12
	The Login, New Account, and Help Buttons	12
3.	WInS Computer System Security Notice Screen.....	13
4.	New Account Request Form Screen.....	14
	The MOCAS, SAMMS, STARS and CAPS Payment System Selection Checkboxes.....	15
	New Account Request Form Screen Field Definitions	15
	The Continue and Go Back Buttons.....	16
	The Continue Button	17
	The CAGE Code Add, Clear, and Continue Buttons.....	18
	The DUNS Code Add, Clear, and Continue Buttons.....	19
	The OK Button	20
5.	WInS Invoice Entry Warning Notification SCReen.....	21
6.	WInS Payment System Picklist Screen.....	22

	The MOCAS, SAMMS, STARS and CAPS Buttons	2
	The Vendor Profile and Exit System Buttons	2
7.	Vendor Information Screen	3
	Vendor Information Screen Field Definitions	4
	The Update, Reset, and Go Back Buttons	5
	The Add, Clear, and Go Back Buttons	6
	The Update, Reset, Cancel, and Delete Buttons	7
	The Add, Clear, and Go Back Buttons	8
	The Update, Reset, Cancel, Delete, and Go Back Buttons	9
	The OK Button	10
	Additional Payment System Access Requests	10
8.	MOCAS Commercial Invoice/Public Voucher/Progress Pay Selection Screen	12
	The Commercial Invoice, Public Voucher, and Progress Pay Buttons	13
9.	MOCAS Commercial Invoice Header Screen	14
	MOCAS Commercial Invoice Header Screen Field Definitions	15
	The Continue, Clear, and Help Buttons	16
	The View Log and Exit System Buttons	16
10.	MOCAS Commercial Invoice Details Screen	17
	MOCAS Commercial Invoice Details Screen Field Definitions	18
	The Accounting Info, View Header, and Refresh Buttons	19
	The Add and Clear Buttons	19
	The Submit Invoice and Cancel Invoice Buttons	19
11.	MOCAS Commercial Invoice Accounting Line Information Screen	20
	The Add, Clear, Help, and Return to Invoice Details Buttons	21
	MOCAS Commercial Invoice Accounting Line Information Update Screen	21
	The Update, Cancel, Delete, and Return to Invoice Details Buttons	22
12.	MOCAS Commercial Invoice Submission Confirmation Screen	23
	The OK Button	23
13.	MOCAS Submitted Commercial Invoices List Screen	25
	View Log Data Sorting	26
	View Log Invoice Matrix	27
	Status Column	28
	Edit Column	30

Batch Column.....	30
Invoice No. Column	30
Contract No. and Delivery Order No. Columns.....	30
Date Transmitted Column	30
Delete Column.....	31
The Batch Summary, Help and Go Back Buttons.....	31
Batch Summary Button	31
14. MOCAS Submitted Commercial Invoice Details Screen.....	33
The Go Back Button.....	35
15. MOCAS View/Modify Commercial Invoice Header Screen	36
MOCAS View/Modify Commercial Invoice Header Screen Field Definitions	37
The Update, Clear, Help, and Go Back Buttons	38

List of Tables

Table 1. Future DFAS Web Invoicing System (WInS) Capabilities.....	3
Table 2. MOCAS Payment Offices	4
Table 3. SAMMS Payment Offices	5
Table 4. STARS Payment Offices	6
Table 5. DFAS WInS Home Page Field Definitions.....	12
Table 6. New Account Request Form Screen Field Definitions	15
Table 7. Vendor Information Screen Field Definitions	4
Table 8. MOCAS Commercial Invoice Header Screen Field Definitions	15
Table 9. MOCAS Commercial Invoice Details Screen Field Definitions	18
Table 10. MOCAS View/Modify Commercial Invoice Header Screen Field Definitions	37

List of Figures

Figure 1a. DFAS Web Invoicing System (WInS) Technical Diagram	2
Figure 1b. Example of a MOCAS Commercial Invoice Header JavaScript Alert Message	10
Figure 2. DFAS Web Invoicing System (WInS) Home Page.....	11
Figure 3. WInS Computer System Security Notice Screen	13
Figure 4a. New Account Request Form Screen	14
Figure 4b. Vendor CAGE Code / DUNS Code Selection Screen	17
Figure 4c. Vendor CAGE Code Registration Screen.....	18
Figure 4d. Vendor DUNS Code Registration Screen	19
Figure 4e. Account Request OK Screen	20
Figure 5. WInS Invoice Entry Notification Warning Screen	21
Figure 6. WInS Payment System Picklist Screen	22
Figure 6. WInS Payment System Picklist Screen (Continued)	1
Figure 7a. Vendor Information Screen	3
Figure 7b. Vendor CAGE Code Screen	6
Figure 7c. Vendor CAGE Code Screen (Updates)	7
Figure 7d. Vendor DUNS Code Screen	8
Figure 7e. Vendor DUNS Code Screen (Updates).....	9
Figure 7f. Vendor Information Update Submission OK Screen.....	10
Figure 7g. Additional Payment System (STARS) Access Request Screen.....	11
Figure 8. MOCAS Commercial Invoice/Public Voucher/ Progress Pay Selection Screen ..	12
Figure 9. MOCAS Commercial Invoice Header Screen	14
Figure 10. MOCAS Commercial Invoice Details Screen.....	17
Figure 11a. MOCAS Commercial Invoice Accounting Line Information Screen	20
Figure 11b. MOCAS Commercial Invoice Accounting Line Information Update Screen..	22
Figure 12a. MOCAS Commercial Invoice Submission OK Screen.....	23
Figure 12b. MOCAS Commercial Invoice Submission OK Screen with Cross Check Error	24
Figure 13a. MOCAS Submitted Commercial Invoices List (View Log) Screen.....	26
Figure 13b. MOCAS Log Legend	28
Figure 13c. WInS Batch Summary Screen	32
Figure 14. MOCAS Submitted Commercial Invoice Details Screen	34
Figure 15. MOCAS View/Modify Commercial Invoice Header Screen.....	36

Appendices

Appendix A: MOCAS Commercial Invoice Batch File Format	A-1
Appendix B: Acronym list	B-1

1. OVERVIEW

The Defense Finance and Accounting Service (DFAS)

The Defense Finance and Accounting Service (DFAS) is the financial and accounting branch of the U.S. Department of Defense (DOD). DFAS currently employs approximately 22,000 people in 22 locations. Its monthly business operations average over 12 million disbursements amounting to \$22 billion.

In addition to managing all DOD financial and accounting resources, the DFAS mission is to reduce costs and improve the quality of DOD financial management through the consolidation, standardization, and integration of procedures, operations, and systems. DFAS is under federal mandate to reduce costs and improve customer service through the use of electronic commerce. A key component of the DFAS electronic commerce strategy is to replace paper invoices and vouchers with electronic invoices and vouchers.

DFAS Web Invoicing

Electronic submission of invoices and vouchers requires the use of electronic data interchange (EDI), the computer-to-computer exchange of routine business information in a standard format. EDI is the equivalent of paper documents when doing business with the DOD. Vendors using EDI for invoicing benefit from reduced processing time, reduced supply and postage expense, fewer errors and omissions, increased data accessibility, and reduced submission/payment cycle time.

Using EDI, however, has typically required costly investments in translation software and the services of a value-added network (VAN). The Electronic Commerce Resource Center (ECRC) Technology Development Activity (TDA) was tasked with developing a cost effective EDI solution to enable small- to medium-sized enterprises (SMEs) to submit electronic invoices/vouchers to DFAS.

ECRC TDA developed invoice/voucher entry applications that are accessible via the Internet on the World Wide Web (Web).

An Overview of the DFAS Web Invoicing System (WInS)

To access the DFAS Web Invoicing System (WInS), an Internet Service Provider (ISP) and Internet client software (a “browser”) are required. Once online, a vendor inputs the DFAS WInS Uniform Resource Locator (URL) <https://ecweb.dfas.mil> into the browser to access the DFAS Web site. The vendor enters invoice/voucher information into the screens provided, then submits the invoice/voucher to DFAS.

All processes related to EDI translation and conversion are transparent to the vendor. Additionally, all EDI translations and conversions use security layers that protect the documents from third-party tampering.

Figure 1a depicts the DFAS WInS Technical Diagram.

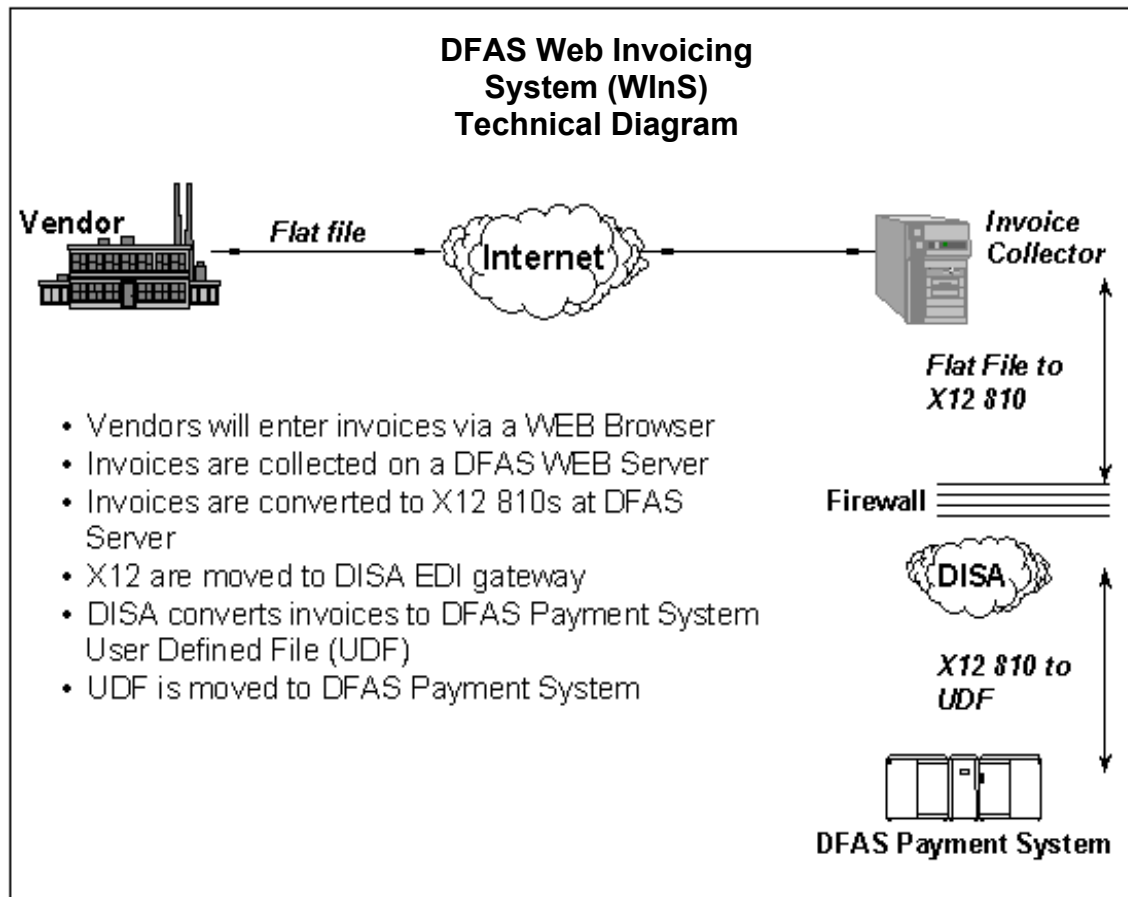


Figure 1a. DFAS Web Invoicing System (WInS) Technical Diagram

In addition to manual entry of data into the DFAS Web site, there are File Transfer Protocol (FTP) batch submission capabilities for several of the invoice types as identified in Appendix A.

The DFAS WInS is administered for DFAS by the Air Force Electronic Commerce Office at Maxwell Air Force Base – Gunter Annex, Montgomery, Alabama. Contact can be made at (334) 416-5845 or (334) 416-2992 or by electronic mail to ecwebadmin@gunter.af.mil.

Presently, the DFAS WInS supports the Mechanization of Contract Administration Services (MOCAS), Standard Automated Material Management System (SAMMS), and Standard Accounting and Reporting System (STARS) payment systems. The long-term goal of DFAS is to incorporate this technology into additional payment systems and additional invoice types. Table 1 depicts the future DFAS WInS capabilities.

TABLE 1. FUTURE DFAS WEB INVOICING SYSTEM (WINS) CAPABILITIES

PAYMENT SYSTEM	DOD ORGANIZATION SUPPORTED	ESTIMATED IMPLEMENTATION DATE
Integrated Accounts Payable System (IAPS)	Air Force Vendor Pay	4th Quarter CY00
Defense Integrated Subsistence Management System (DISMS)	DLA	4th Quarter CY00
Standard Accounting and Reporting System (STARS) Public Vouchers	Navy	4th Quarter CY00
MOCAS Performance Based Progress Payments	All Services/DoD Agencies	1 st Quarter CY01
Defense Procurement Pay System (DPPS) Commercial Invoices, Public Vouchers, Progress Payments	All Services/DoD Agencies	2 nd Quarter CY01

Mechanization of Contract Administration Services (MOCAS)

The Mechanization of Contract Administration Services (MOCAS) pays invoices for hardware supplies as well as for services. MOCAS uses EDI for receipt and storage of commercial invoices, requests for progress payment, and public/cost vouchers.

Table 2 outlines the DFAS payment offices that currently use MOCAS as their administrative and payment system. Vendors currently doing business with any of these payment offices are qualified to use the DFAS WInS.

TABLE 2. MOCAS PAYMENT OFFICES
DFAS-CO MASTER CUSTOMER SERVICE NUMBER

1-800-756-4571

MOCAS PAYMENT OFFICE NAME	MOCAS PAYMENT OFFICE ADDRESS	MOCAS PAYMENT OFFICE DoDAAC	CUSTOMER SERVICE*
North Entitlements	DFAS-CO-JN	HQ0337	Press 1 for all MOCAS Entitlements
Bunker Hill Division	DFAS-CO-JNB	SC1016	then press 1
Minuteman Division	DFAS-CO-JNC	SC1032	then press 1
New Dominion Division	DFAS-CO-JNF	SC1018	then press 1
South Entitlements	DFAS-CO-JS	HQ0338	Press 1 for all MOCAS Entitlements
Capitol Division	DFAS-CO-JSC	HQ0338	then press 2
Chesapeake Division	DFAS-CO-JSD	HQ0338	then press 2
Southeast Division	DFAS-CO-JSA	HQ0338	then press 2
West Entitlements	DFAS-CO-JW	HQ0339	Press 1 for all MOCAS Entitlements
Gulfcoast Division	DFAS-CO-JWA	HQ0339	then press 3
Gateway Division	DFAS-CO-JWB	HQ0339	then press 3
DPRO West Division	DFAS-CO-JWD	HQ0339	then press 3
Santa Ana Division	DFAS-CO-JWT	HQ0339	then press 3
Van Nuys Directorate	DFAS-CO-JWV	HQ0339	then press 3

Standard Automated Materials Management System (SAMMS)

The Standard Automated Materials Management System (SAMMS) entitles invoices generated from Defense Logistics Agency commodity supply center contracts.

Table 3 outlines DFAS paying offices that currently use SAMMS as their payment system. Vendors currently doing business with one of these paying offices are qualified to use the DFAS WInS.

TABLE 3. SAMMS PAYMENT OFFICES
DFAS-CO MASTER CUSTOMER SERVICE NUMBER
1-800-756-4571

SAMMS CONTRACT ISSUING ACTIVITY	SAMMS PAYMENT OFFICE ADDRESS	SAMMS PAYMENT OFFICE DoDAAC	CUSTOMER SERVICE**
Defense Supply Center Columbus (DSCC) -Construction	DFAS-CO-SECC *DFAS-CO-LSCAA	S33181	Press 2 then press 2
Defense Supply Center Columbus (DSCC) - Electronics	DFAS-CO-SECE *DFAS-CO-LSCAB	S33184	Press 2 then press 2
Defense Supply Center Richmond (DSCR) - General	DFAS-CO-SECG *DFAS-CO-LSCAC	S44073	Press 2 then press 2
Defense Supply Center Philadelphia (DSCP) - Industrial	DFAS-CO-SEPI *DFAS-CO-LSCBA	S36054	Press 2 then press 2
Defense Supply Center Philadelphia (DSCP) - Clothing and Textile	DFAS-CO-SEPT *DFAS-CO-LSCBA	SC0100	Press 2 then press 2
Defense Supply Center Philadelphia (DSCP) - Medical	DFAS-CO-SEPM *DFAS-CO-LSCBA	SC0200	Press 2 then press 2
BSM	DFAS Columbus-BVDP	SL4701	Press 2 then press 2

*Effective October 25, 1998, DFAS-CO-S was reorganized. The new payment office names are annotated in the above table with asterisks. Vendors may see either payment office name on their contracts based on the date their contract was awarded.

**Toll-free numbers are only to be used for production follow-up on completion of the WInS test process.

Standard Accounting and Reporting System (STARS)

The Standard Accounting and Reporting System (STARS) pays Navy General Funds invoices. WInS currently has capability to pass Navy field level STARS Commercial Invoices to STARS. Public Vouchers will be available in 3rd Quarter CY00.

Table 4 outlines DFAS Cleveland Center's paying offices that currently use STARS as their payment system. Vendors currently doing business with one of these paying offices are qualified to use the DFAS WInS.

TABLE 4. STARS PAYMENT OFFICES

STARS CONTRACT ISSUING ACTIVITY	STARS PAYMENT OFFICE ADDRESS	STARS PAYMENT OFFICE DoDAAC	CUSTOMER SERVICE*
Defense Finance and Accounting Service (DFAS) - Honolulu	DFAS-PC	N45924	216-204-7025 or 216-204-7021
Defense Finance and Accounting Service (DFAS) - Pensacola	DFAS-PE	N68566	216-204-7025 or 216-204-7021
Defense Finance and Accounting Service (DFAS) - Charleston	DFAS-CH	N8892	216-204-7025 or 216-204-7021
Defense Finance and Accounting Service (DFAS) - Norfolk	DFAS-NO	N45924	216-204-7025 or 216-204-7021
Defense Finance and Accounting Service (DFAS) - Oakland	DFAS-OK	N68994	216-204-7025 or 216-204-7021
Defense Finance and Accounting Service (DFAS) - San Diego	DFAS-SD	N68688	216-204-7025 or 216-204-7021

Getting Started With the DFAS Web Invoicing System (WInS)

The following outline describes the preliminary steps for using the DFAS WInS.

Prerequisites: A vendor must:

1. Have a current contract with the DOD. For STARS, vendors may register if they have had a contract within the past six months.
2. Have delivered products or services to the DOD that require payment.
3. Conduct business with a DFAS paying office that has WInS templates (See Tables 2 , 3 and 4 above).
4. Have a computer and modem. Virtually any computer sold today far exceeds the minimum requirements to effectively operate the DFAS WInS; more powerful and faster computers and modems, however, will enhance system performance. For questions regarding computer requirements, contact a regional ECRC at 800-231-2772 for assistance or the WInS System Administrators at (334-416-5845 or 334-416-2992).
5. Have an Internet Service Provider (ISP) that is JAVA capable. DFAS recommends using Netscape Navigator versions 4.61 or 4.75, or Microsoft Internet Explorer 5.0 and above for WInS.

6. Have knowledge of the Internet and its use. (A regional ECRC servicing the vendor location can provide government-funded training about the Internet, as well as other electronic commerce technologies and WInS).

Restrictions: A vendor may not use this application for:

1. Invoices or vouchers (except MOCAS Requests for Progress Payments, STARS Commercial Invoices and SATRS Vouchers) that must be signed by a DOD Certifier. For instance, where the Administrative Contracting Officer (ACO) or other DOD official physically must sign the invoice or voucher prior to submission to DFAS. Examples include DD250s where the ACO certifies for payment the invoice associated with the DD250.
2. Vouchers (SF 1034) until the vendor's billing system is approved by the Defense Contract Audit Agency (DCAA) for direct submission of interim vouchers to DFAS. Even with approval, first and last vouchers for a new contract, or new delivery order on an existing contract, cannot be submitted via WInS. DCAA requires these first and last vouchers be processed through your DCAA Field Office.
3. Invoices or vouchers with transportation costs of \$190.00 or greater for MOCAS and \$250.00 or greater for SAMMS.

Procedures:

Step 1: Access the DFAS WInS Web site (<https://ecweb.dfas.mil>) to:

- a. View WInS startup information, testing procedures, and sample invoice and voucher application screen layouts, and download the DFAS WInS Users Manual. This startup/test information is accessed by clicking the **Help** button on the **WInS Home Page** (Section 2).
- b. Obtain a username and password by establishing a New User Account using the **New Account Request Form Screen** (Section 4) accessed from the **New Account Button** on the **WInS Home Page** (Section 2). The DFAS WInS System Administrator will send you a Username and password via e-mail generally within two business days.

Step 2: Contact DFAS WInS testers as identified in Step 1(a) and begin testing.

Step 3: On completion of successful testing, enter and submit invoices, vouchers and/or progress payments to DFAS. Paper copies of invoices and vouchers are no longer required by the paying office(s).

Using the DFAS Web Invoicing System (WInS)

DFAS WInS uses standard database management system and Web browser features and functions that facilitate data input and navigation through the system. These include:

- Keyboard data entry
- Defined data field types and lengths
- Field to field and screen-to-screen mouse click navigation
- Select list data fields
- Online user help
- Error messages (JavaScript Alerts) for incomplete or incorrect data
- Batch data upload from the user into WInS is now available for MOCAS Commercial Invoices, MOCAS Public Vouchers, SAMMS Commercial Invoices and STARS Commercial Invoices. Batch submission is a method for extracting invoice/voucher data from the user's billing system automatically and converting into an ASCII textfile. This relieves the user from manual data entry into the Web site yet still provides the same tracking status enjoyed by manual entry users.

All users should understand these capabilities prior to using the system. A regional ECRC servicing the vendor location can provide government-funded training on using DFAS WInS.

Note: Although textual information (e.g., alpha characters) used by the DFAS WInS manual data entry templates is not case sensitive, it is preferred that you enter alpha characters in UPPER CASE to facilitate interpretation. New Account Registration and Vendor Profile updates should be entered in mixed case (e.g., 123 Main Street)

Security in the DFAS Web Invoicing System (WInS)

The primary security mechanism for the DFAS WInS is vendor authentication. Vendor authentication requires that you input a valid user identification code (username) and password. Once established, the unique username and password combination prevents unauthorized parties from viewing or tampering with confidential vendor information. Once the username and password are entered at login, the DFAS WInS checks for the presence of this information prior to displaying each screen, or Web page. This prevents unauthorized users from circumventing the login screen and gaining access to the system.

In addition, the DFAS WInS Web servers reside in a secure physical location that restricts access to unauthorized personnel. System backup and recovery procedures and mechanisms are in place to ensure the safety and integrity of information should a system failure occur. The WInS also uses browser encryption capability using Secure Socket Layer (SSL) encryption technology. There is no SLL impact on your browser choice.

Mandatory, Optional, and Conditional Data Fields

Each data field in DFAS WInS is categorized as mandatory, optional, or conditional. Mandatory fields on any screen must be completed with appropriate data prior to continuing to a subsequent screen. Failure to complete all mandatory fields will result in JavaScript Alert messages (see below). Optional fields may be completed at your discretion. Conditional fields must only be completed if your contract requires the information; otherwise, these fields are treated as optional.

Defined Data Field Types and Lengths

Each data field in DFAS WInS has a defined type and length. The type of field determines what data the field may contain; e.g., a numeric field may only contain numeric data -- alpha characters are not allowable. The length of any data field on a screen can be determined by reviewing the data dictionary table corresponding to that screen. Although the on-screen appearance of some data entry fields may appear to accommodate more data than what is defined in the data dictionary for that field, the system will not allow the field to be completely filled. Failure to complete all mandatory fields with the appropriate type and length of data will result in a JavaScript Alert (See below). Each WInS Application Screen has a **Help Button** which calls a data definition table that explains each screen's data entry field requirements.

Selection List Data Selection Fields

Certain data fields in DFAS WInS provide dropdown selection lists. These data fields can be identified by the **Down Arrow** button that appears to the immediate right of the data field, which, when clicked on, accesses the dropdown list.

Online User Help

Many of the screens in DFAS WInS contain context-sensitive user help. The help can be accessed by clicking on the **Help** button for that screen.

JavaScript Alert

A JavaScript Alert is a message that reports an error condition when mandatory information on a screen is not provided or when mandatory, conditional, or optional data is incorrectly entered. Figure 1b depicts an example of a WInS JavaScript Alert. This alert is for the MOCAS Commercial Invoice Header Screen.

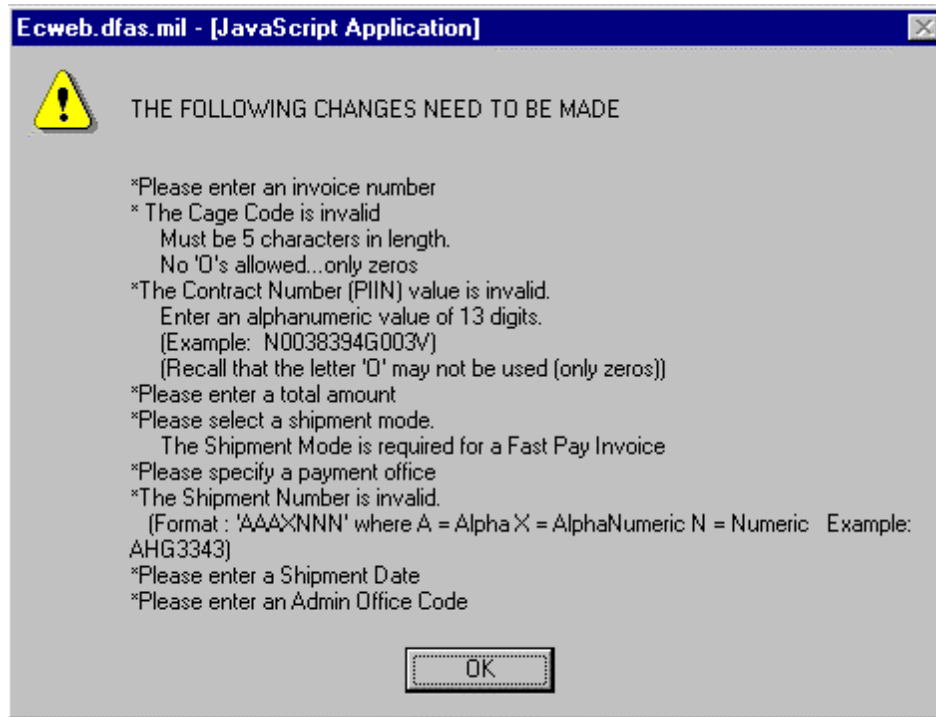


Figure 1b. Example of a MOCAS Commercial Invoice Header JavaScript Alert Message

The JavaScript Alert indicates the data fields that require user attention. The JavaScript Alert can be closed by clicking on the **OK** button.

System Warnings

DFAS WInS warns you about various inconsistent conditions that exist in your data input. For example, a warning message appears when a system-calculated total does not correspond to a user-entered total. Warning messages can be closed by clicking on the **OK** button.

Year 2000 Compliance

DFAS WInS is Year 2000 compliant. All date fields require that you enter four (4) digits for year to ensure that differences between 1900 and 2000 are captured.

2. DFAS WEB INVOICING SYSTEM (WINS) HOME PAGE

The initial screen in DFAS WInS is the **DFAS Web Invoicing System (WInS) Home Page**. To access the system, a valid username and password must be entered, followed by a single click on the **Login** button. Before accessing any of the invoice templates, a username and password request must be submitted to DFAS by clicking on the **New Account** button and completing the **New Account Request Form** screens (Section 4). The DFAS WInS System Administrator will provide you with your username and password via e-mail, usually within two business days. DFAS recommends that you immediately change your password upon successfully logging into WInS (Section 7, Vendor Profile Update). After receiving your username and password, you must initiate testing with DFAS for each invoice type you wish to submit before you may submit live invoices. Test instructions and test partners may be found by clicking on the **Help** button on this screen.

Figure 2 depicts the **DFAS Web Invoicing System (WInS) Home Page**.

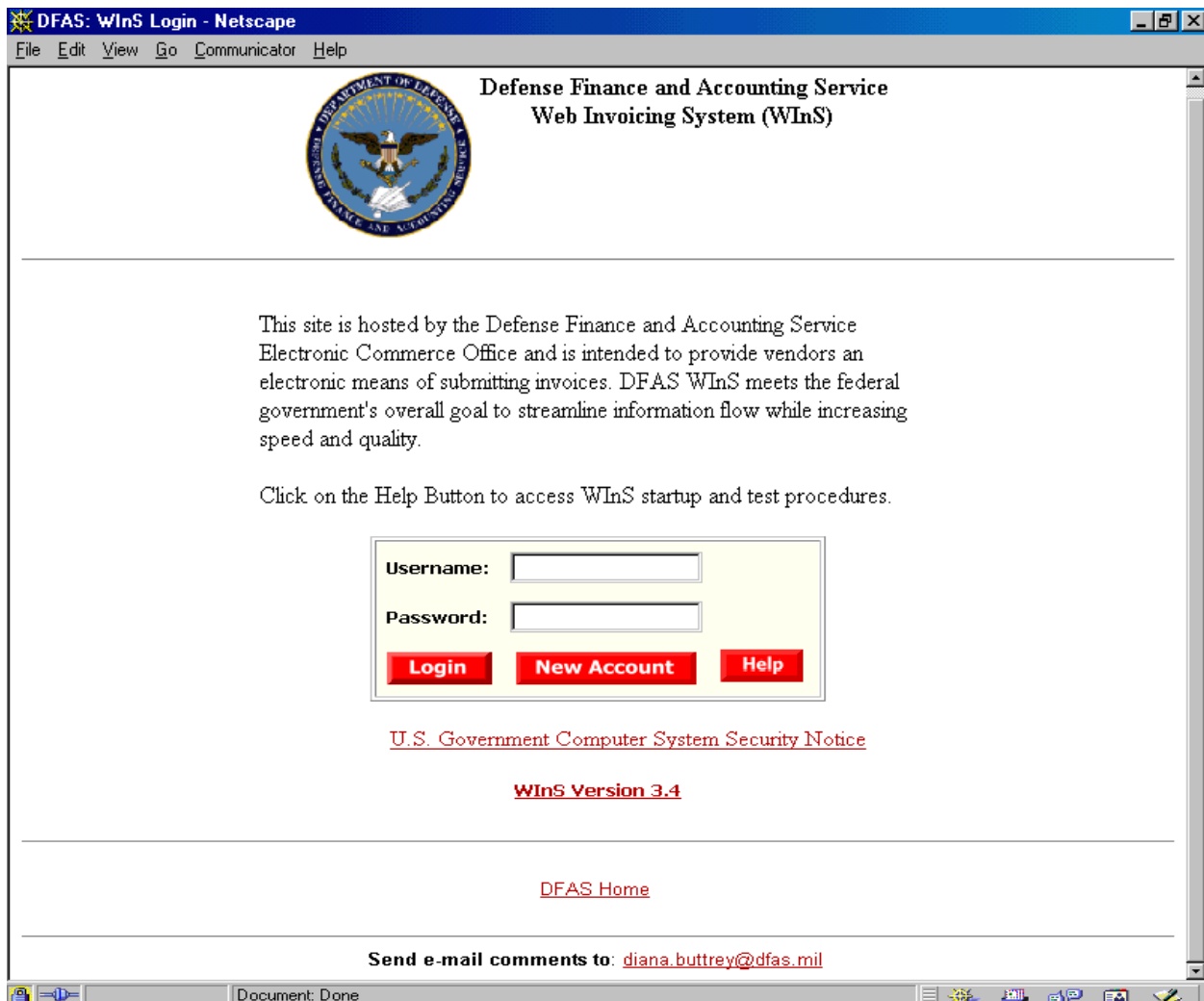


Figure 2. DFAS Web Invoicing System (WInS) Home Page

DFAS WInS Home Page Field Definitions

Table 5 lists the data dictionary for each field on the DFAS WInS Home Page. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information; otherwise, those fields are treated as optional.

TABLE 5. DFAS WINS HOME PAGE FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Username	Identifies a unique user	DFAS	Mandatory	Alphanumeric
Password	Access code that coincides with username	DFAS, Vendor	Mandatory	Alphanumeric

The Login, New Account, and Help Buttons

Login

The **Login** button allows you to access the commercial invoice, public voucher, and progress pay submission capabilities of DFAS WInS. A username and password are required to use these capabilities. Clicking on the **Login** button directs you to the **WInS Payment System Picklist Screen** (Section 6).

New Account

The **New Account** button allows a first-time user to register with DFAS. Clicking on the **New Account** button directs you to the **New Account Request Form Screen** (Section 4). A username and password are not required to access the **New Account Request Form Screen**. Vendor changes to registration information, to include requests for access to additional payment systems are made using the Vendor Information Screen (Section 7) **NOT** by submitting an additional **New Account Request Form**.

Help

The **Help** button directs you to the WInS startup information, testing procedures, sample invoice, voucher and progress payment application screen layouts, and the Users Manual. A copy of the startup/testing information is provided in **Appendix A**.

The Version Number may be clicked to display a write-up of the significant changes incorporated with the most current release and a summary of the previous release.

Also accessible from the **DFAS WInS Home Page** are the **U.S. Government Computer System Security Notice** (Section 3), the DFAS Home Page (URL: <http://www.dfas.mil>), and an e-mail address to the DFAS Electronic Commerce Office.

3. WINS COMPUTER SYSTEM SECURITY NOTICE SCREEN

Figure 3 depicts the WInS Computer System Security Notice Screen.

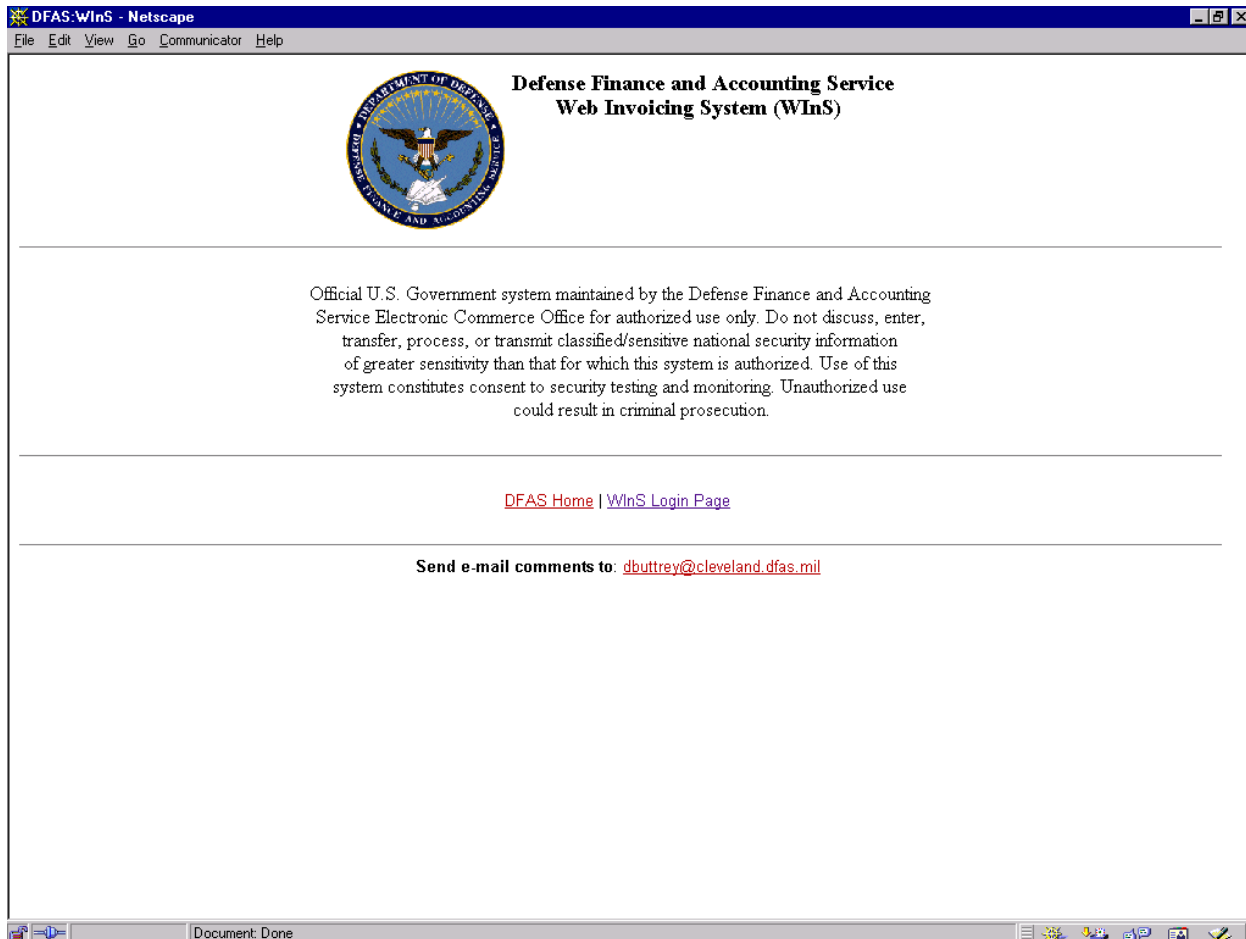


Figure 3. WInS Computer System Security Notice Screen

This screen presents you with three interfaces:

- (1) DFAS Home Page: Directs you to the DFAS Home Page (URL: <http://www.dfas.mil>).
- (2) WInS Login Page: Directs you to the DFAS WInS Home Page.
- (3) E-mail address to the DFAS Electronic Commerce Office.

4. NEW ACCOUNT REQUEST FORM SCREEN

The **New Account Request Form Screen**, accessed by clicking on the **New Account** button (Section 2), allows you to enter general information—a “vendor profile”—about your organization and requests access to at least one of the identified DFAS Payment Systems. Please select only payment systems for which you have currently active contracts. DFAS uses this information to create a vendor profile for testing purposes and for live invoice, voucher, and progress payment submission. You will be sent your username and password via e-mail within two business days of submitting your New Account Request registration.

Figure 4a depicts the **New Account Request Form Screen**.

The screenshot shows a web browser window with the address bar displaying `https://ecweb.dfas.mil/account/profile/account1.cfm - Microsoft Internet Explorer provided by @Home Network Version 1.7`. The page title is **REGISTER FOR THE SYSTEMS YOU WISH TO INVOICE**. Below the title, there are four tabs: **MOCAS**, **SAMMS**, **STARS**, and **CAPS**. A instruction text reads: "Click on Payment System for Payment Offices for the system".

The main section is titled **NEW ACCOUNT REQUEST FORM**. It contains the following fields and options:

- * Company Name
- * First Name
- * Last Name
- * Cage Code
- ** Duns/Duns+4 Code
- * Address1
- Address2
- * City
- * Country/State (Dropdown menu showing "Alabama")
- * Zip Code
- * Phone Number
- Fax Number
- * Email
- Interested in batch submission? (Dropdown menu showing "No")
- TACOM WEB_EC direct vendor delivery user? (Dropdown menu showing "No")

Below the fields, there are two red buttons: **Continue** and **Go Back**.

At the bottom of the form, there are two red text messages:

- *Field is required
- **Field is required for STARS AND CAPS, AND IAPS, but is optional for others.

Below these messages, there are two lines of text:

- You may enter more Cage codes after you click continue
- You may enter more Duns codes after you click continue

The browser's taskbar at the bottom shows the Start button, several open applications (regscreenA.bmp - Paint, DFAS: WInS Login - Micro..., https://ecweb.dfas.m...), and the system clock showing 4:21 PM.

Figure 4a. New Account Request Form Screen

The MOCAS, SAMMS, STARS and CAPS Payment System Selection Checkboxes

The **MOCAS, SAMMS, STARS and CAPS Payment System Selection Checkboxes** allow you to register for one or more payment systems. Simply click on the applicable payment system(s).

Additional options, **Click [here](#) for MOCAS Payment Offices**, **Click [here](#) for SAMMS Payment Offices**, **Click [here](#) for STARS Payment Offices**, and **Click [here](#) for CAPS Payment Offices** direct you to information regarding the various MOCAS, SAMMS, STARS and CAPS payment offices. Again, only select payment systems for which you have active contracts. If, in the future, you are awarded contracts paid by other DFAS payment systems with WInS templates, you may request access to the new payment system by updating your profile through the **Vendor Information Screen** (Section 7). Data Fields identified by asterisks are mandatory and must be provided before WInS will accept the new account registration.

New Account Request Form Screen Field Definitions

Table 6 lists the data dictionary for each field on the **New Account Request Form Screen**. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information; otherwise, those fields are treated as optional.

TABLE 6. NEW ACCOUNT REQUEST FORM SCREEN FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Company Name		Vendor	Mandatory	Alphanumeric
First Name	Vendor POC	Vendor	Mandatory	Alphanumeric
Last Name	Vendor POC	Vendor	Mandatory	Alphanumeric
CAGE Code	Commercial and Government Entity Code	DLIS	Mandatory	5 characters, Alphanumeric (No letter 'O')
DUNS/DUNS +4 Code	DUNS Code	Vendor	Conditional	9 or 13 digit numeric (no hyphens)
Address1		Vendor	Mandatory	Alphanumeric
Address2		Vendor	Optional	Alphanumeric

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
City		Vendor	Mandatory	Alphanumeric
Country/State		Vendor	Mandatory	Select from list
Zip Code		Vendor	Mandatory	Alphanumeric
Phone Number		Vendor	Mandatory	Alphanumeric
Fax Number		Vendor	Optional	Alphanumeric
Email		Vendor	Mandatory	Alphanumeric
Interested in batch submission?		Vendor	Mandatory	Select 'Yes' or 'No'
TACOM WEB_EC direct vendor delivery user?	Applies to MOCAS Commercial Invoices only.	Vendor	Mandatory	Select 'Yes' or 'No'

The Continue and Go Back Buttons

Continue

The **Continue** button directs you to the **Vendor CAGE Code / DUNS Code Selection Screen** (Figure 4b).

Go Back

The **Go Back** button directs you to the **DFAS WInS Home Page** (Section 2).

Figure 4b depicts the **Vendor CAGE Code / DUNS Code Selection Screen**.

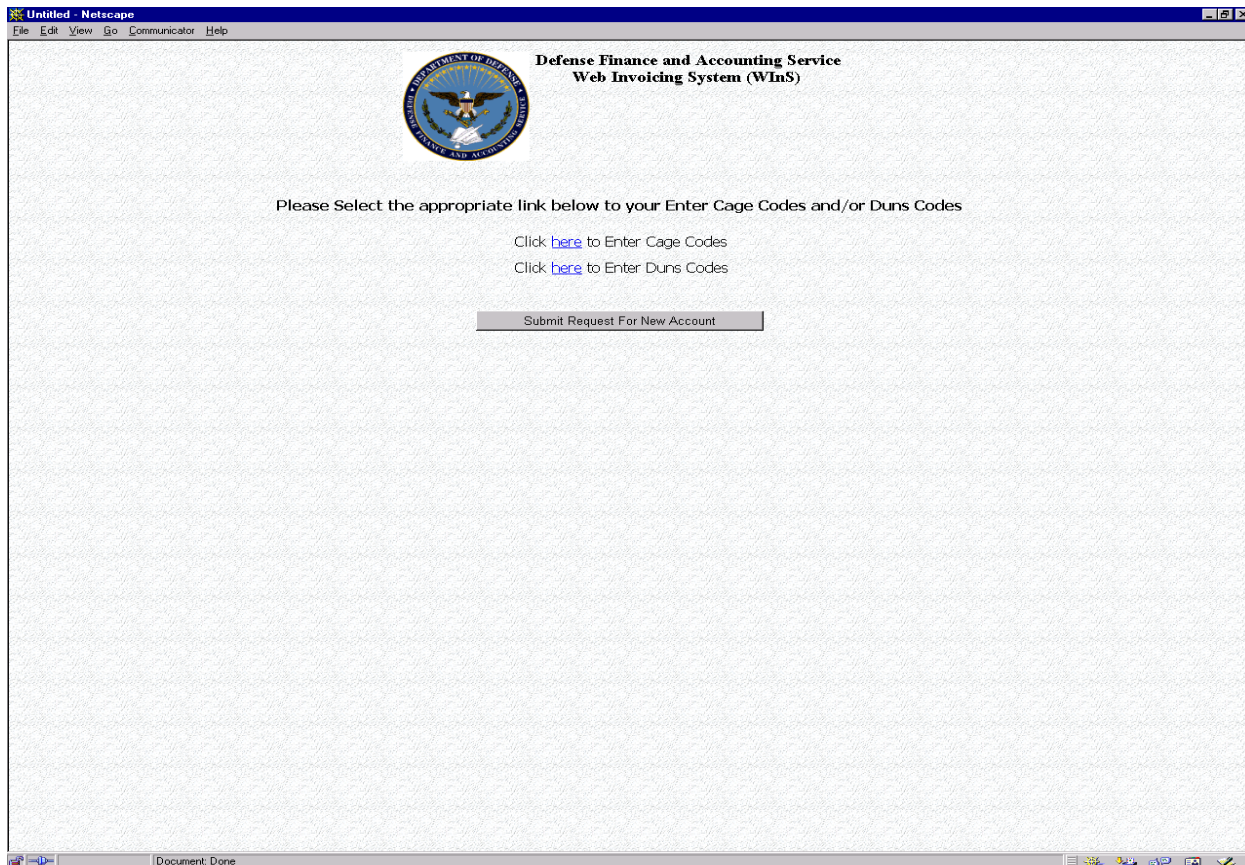


Figure 4b. Vendor CAGE Code / DUNS Code Selection Screen

The first option, **Click here to Enter Cage Codes**, directs you to the Vendor CAGE Code Registration Screen (Figure 4c). Additional Cage Codes may be entered from this screen as necessary. The New Account Request can then be submitted from the Vendor CAGE Code Registration Screen.

The second option, **Click here to Enter Duns Codes**, directs you to the Vendor Duns Code Registration Screen (Figure 4d). Additional Duns Codes may be entered from this screen as necessary.

The Continue Button



The **Continue** button submits the **New Account Request** to DFAS WInS, unless access to the STARS payment system has been requested. For STARS requests, the user is directed to the **STARS Contract and Invoice Certification Information Screen** described in Section 4 of the STARS User Manual.

Figure 4c depicts the **Vendor CAGE Code Registration Screen**.

VENDOR CAGE CODES

Cage Code

Add **Clear**

Continue

EDIT	CAGE CODE
Click Here	0X0X0
Click Here	12345

Figure 4c. Vendor CAGE Code Registration Screen

The CAGE Code Add, Clear, and Continue Buttons

- Add** The **Add** button adds the CAGE Code to the initial registration from Figure 4a.
- Clear** The **Clear** button clears data from the CAGE Code data field before it has been submitted to the Vendor Information.
- Continue** The **Continue** button returns you to the **Vendor CAGE Code / DUNS Code Selection Screen** where you can submit the **New Account Request**.

The **Click Here** hyperlink allows an individual CAGE Code line item to be edited.

Figure 4d depicts the **Vendor DUNS Code Registration Screen**.

The screenshot shows a Netscape browser window with the title "Vendor DUNS CODES". The page has a light blue background. At the top, there is a red header "VENDOR DUNS CODES". Below this, there is a form with a "Duns Code" label and a text input field. To the right of the input field are two red buttons: "Add" and "Clear". Below these buttons is a grey button labeled "Continue". Below the form, there is a table with two columns: "EDIT" and "DUNS CODE". The "EDIT" column contains a blue hyperlink "Click Here". The "DUNS CODE" column contains the text "123456789". At the bottom of the browser window, there is a status bar that says "Document: Done".

Figure 4d. Vendor DUNS Code Registration Screen

The DUNS Code Add, Clear, and Continue Buttons



The **Add** button adds the DUNS Code to the initial registration from Figure 4a.



The **Clear** button clears data from the DUNS Code data field before it has been submitted to the Vendor Information.



The **Continue** button returns you to the **Vendor CAGE Code / DUNS Code Selection Screen** where you can submit the **New Account Request**.

The **Click Here** hyperlink allows an individual DUNS Code line item to be edited

Figure 4e depicts the **Account Request OK Screen**.

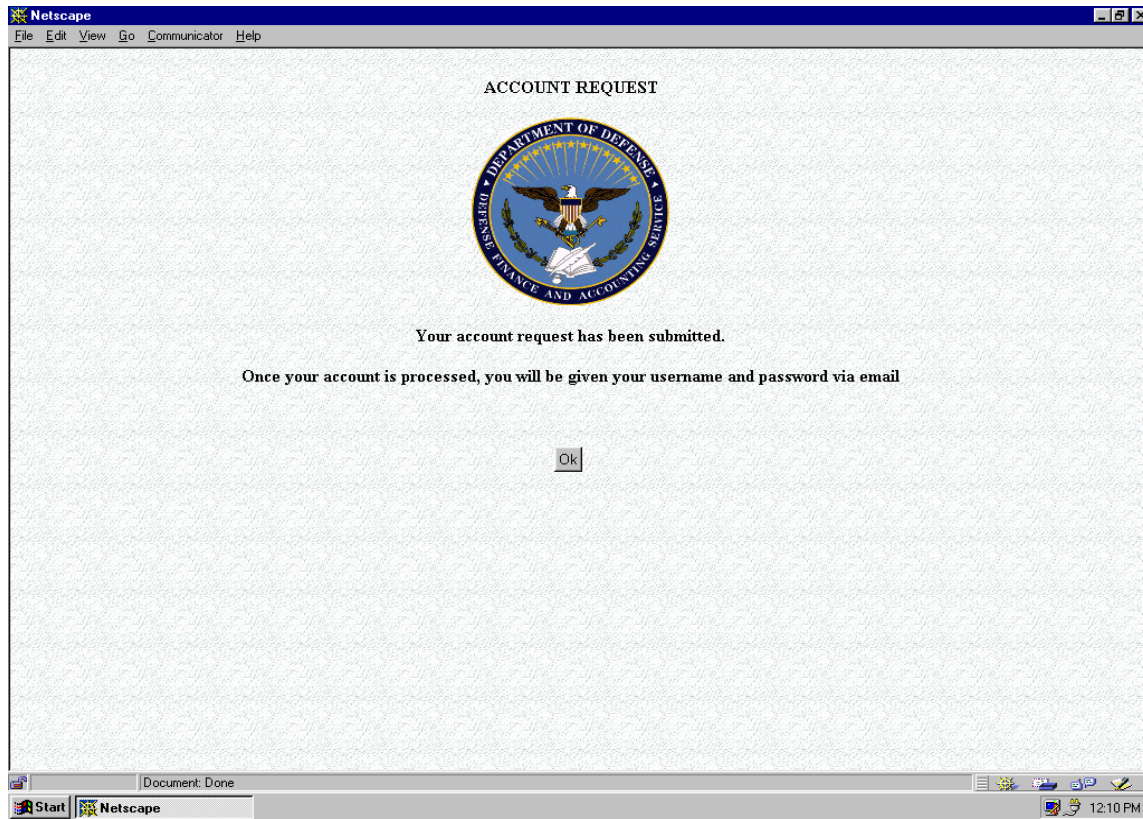


Figure 4e. Account Request OK Screen

The OK Button



The **OK** button directs you to the **DFAS WinS Home Page** (Section 2).

Note: On receipt of a username and password, and prior to submission of actual invoices and vouchers, test transactions must be successfully processed. Refer to *Section 1, Overview, Procedures, Steps 1 and 2*, for testing procedures.

5. WINS INVOICE ENTRY WARNING NOTIFICATION SCREEN

When an invoice, voucher or progress payment request (PPR) has not been successfully submitted to DFAS WInS (incomplete invoice), the **WInS Invoice Entry Notification Warning Screen** appears. This screen, which provides status information directly after logging into the system, appears only when incomplete invoices, vouchers or progress payment requests are present. This warning will continue to appear after logging in until you either delete the invoice, voucher or progress payment request or complete and submit it to WInS. See the appropriate Submitted Commercial Invoices, Vouchers or Request for Progress Payment List Screen(s) for instructions on deleting or completing incomplete invoices or vouchers (Sections 13, 21, or 29). You will also receive this incomplete invoice/voucher/PPR information via e-mail as a reminder until the invoice, voucher or progress payment request is completed and successfully submitted to WInS.

Figure 5 depicts a sample WInS Invoice Entry Notification Warning Screen.

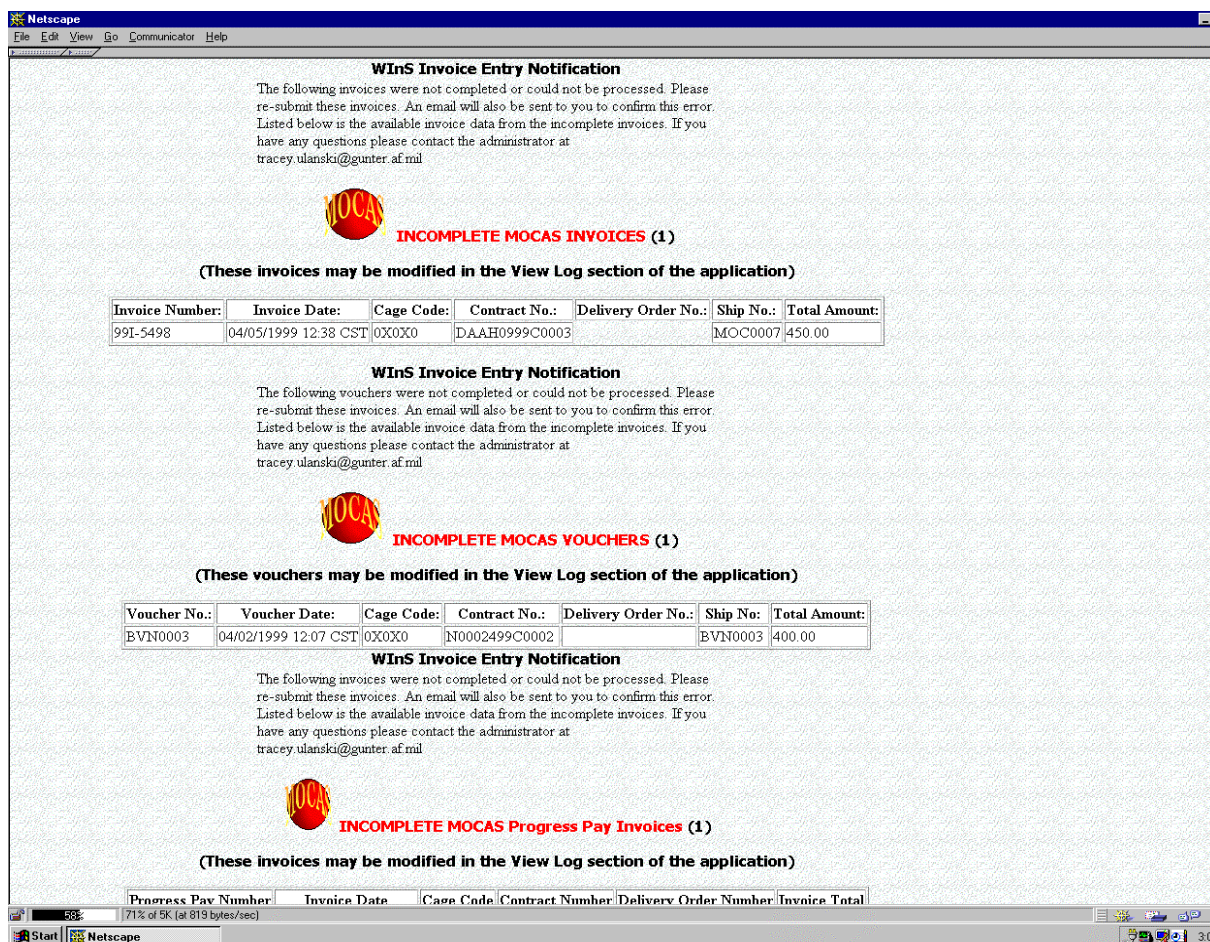


Figure 5. WInS Invoice Entry Notification Warning Screen

Continue

Clicking on the **Continue** button directs you to the **WInS Payment System Picklist Screen** (Figure 6).

6. WINS PAYMENT SYSTEM PICKLIST SCREEN

Once in WInS, you must select an accessible payment system for entering an invoice, voucher or progress payment request by clicking on the payment system button in the left margin. Accessible payment systems are color-coded Green. If you have active contracts with a payment system that is not currently accessible (color-coded Red), you may request access by clicking on the **Vendor Profile** button in the left margin and following the directions for access request (Section 7).

Figure 6 depicts the **WInS Payment System Picklist Screen**.

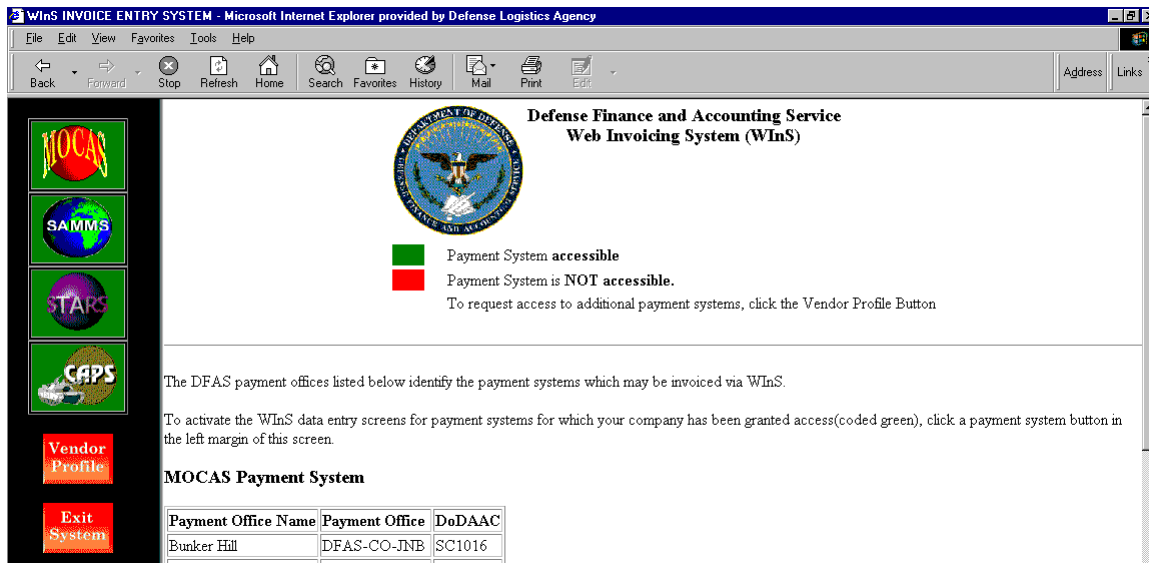


Figure 6. WInS Payment System Picklist Screen

If you are uncertain about which payment system pays your invoice, voucher or progress payment request, scroll down the Picklist and review the tabular data for the currently available payment systems (MOCAS, SAMMS, STARS and CAPS) as shown in Figure 6 (Continued) below. Once you have identified the correct payment system, select the appropriate WInS data entry screens by clicking on a payment system identified in the left margin of this screen.

**Defense Finance and Accounting Service
Web Invoicing System (WInS)**

■ Payment System accessible
■ Payment System is NOT accessible.
 To request access to additional payment systems, click the Vendor Profile Button

The DFAS payment offices listed below identify the payment systems which may be invoiced via WInS.

To activate the WInS data entry screens for payment systems for which your company has been granted access(coded green), click a payment system button in the left margin of this screen.

MOCAS Payment System

Payment Office Name	Payment Office	DoDAAC
Bunker Hill	DFAS-CO-JNB	SC1016
Minuteman	DFAS-CO-JNC	SC1032
New Dominion	DFAS-CO-JNF	SC1018
Southeast	DFAS-CO-JSA	SC1020
Capitol	DFAS-CO-JSC	SC1034
Chesapeake	DFAS-CO-JSD	SC1030
Gulfcoast	DFAS-CO-JWA	SC1024
Gateway	DFAS-CO-JWB	SC1028
DPRO West	DFAS-CO-JWD	SC1002
Santa Ana	DFAS-CO-JWT	SC1006
Van Nuys	DFAS-CO-JWV	SC1004

SAMMS Payment System

Payment Office Name	Payment Office	DoDAAC
(DSCC Construction) DFAS-CO-LSCAA (SECC) S33181	DFAS-CO-LSCAA	S33181
(DSCC Electronic) DFAS-CO-LSCAB (SECE) S33184	DFAS-CO-LSCAB	S33184
(DSCR General) DFAS-CO-LSCAC (SECG) S44073	DFAS-CO-LSCAC	S44073
(DSCP Industrial) DFAS-CO-LSCBA (SEPT) S36054	DFAS-CO-LSCBA	S36054
(DSCP Clothing/Textile) DFAS-CO-LSCBA (SEPT) SC0100	DFAS-CO-LSCBA	SC0100
(DSCP Medical) DFAS-CO-LSCBA (SEPM) SC0200	DFAS-CO-LSCBA	SC0200

STARS Payment System

Payment Office Code	Payment Office Name
N45924	DFAS Honolulu (DFAS-PC) [N45924]
N68566	DFAS Pensacola (DFAS-PE) [N68566]
N68892	DFAS Charleston (DFAS-CH) [N68892]
N68732	DFAS Norfolk (DFAS-NO) [N68732]
N68894	DFAS Oakland (DFAS-OK) [N68994]
N68688	DFAS San Diego (DFAS-SD) [N68688]
N00367	Stars Test Region (FMSO)[N00367]

CAPS Payment Offices

Office Code	Office Location
HQ0300	LAWTON/FT. SILL
HQ0302	ROME
M67443	KANSAS CITY

**Figure 6. WInS Payment System Picklist Screen
(Continued)**

The MOCAS, SAMMS, STARS and CAPS Buttons



The **MOCAS**, **SAMMS**, **STARS** and **CAPS** buttons direct you to the appropriate payment system.

The Vendor Profile and Exit System Buttons



The **Vendor Profile** button directs you to the **Vendor Information Screen** (Section 7) where you may change your vendor registration information, to include changing your password, or request access to additional DFAS payment systems.



The **Exit System** button directs you to the **WInS Home Page** (Section 2).

7. VENDOR INFORMATION SCREEN

The **Vendor Information Screen** allows you to view and modify your vendor information as maintained by DFAS WInS. All data fields may be edited except the username which is assigned by the application to be vendor-unique. WInS forwards your vendor profile update to the appropriate DFAS payment office(s). You will receive a copy of this e-mail message as confirmation that the change was accepted into your WInS vendor profile, and forwarded to DFAS. You may also request access to additional DFAS payment systems serviced by WInS by clicking on the **Payment System** button(s) on the lower right of the **Vendor Information Screen** (Figure 7a). The **Payment System Icons** on the bottom left of Figure 7a indicate those systems for which you currently have access. Figure 7a depicts the **Vendor Information Screen**

Profile - Microsoft Internet Explorer provided by Defense Logistics Agency

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address

Go Links

Company: WInS Testing Company

First Name: Keith

Last Name: Bowman

Address 1: 1931 Jefferson Davis Highway

Address 2:

City: Arlington

Country/State: Virginia

Zip: 22240

Phone: (703) 607-3757

Fax:

Email: keith.bowman@dfas.mil

Interested in batch submission? Yes

TACOM WEB_EC direct vendor delivery user? No

USERNAME: mocas

PASSWORD:

CONFIRM PASSWORD:

Click [here](#) to view/edit your system Cage codes

Click [here](#) to view/edit your system Duns codes

Click [here](#) to view/edit your STARS contract and invoice certification information

System	Payment Offices	Account Status
MOCAS	Offices	You have access
SAMMS	Offices	You have access
STARS	Offices	Approved to submit live invoices
CAPS	Offices	You have access

Update Reset Go Back

Done

Start Sent Items ... DLA Supp... Profile ... Exploring - ... Microsoft ... vpro11 - Paint Internet

11:03 AM

Figure 7a. Vendor Information Screen

Vendor Information Screen Field Definitions

Table 7 lists the data dictionary for each field on the **Vendor Information Screen**. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information; otherwise, those fields are treated as optional.

TABLE 7. VENDOR INFORMATION SCREEN FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Company		Vendor	Mandatory	Alphanumeric
First Name		Vendor	Mandatory	Alphanumeric
Last Name		Vendor	Mandatory	Alphanumeric
Address1		Vendor	Mandatory	Alphanumeric
Address2		Vendor	Optional	Alphanumeric
City		Vendor	Mandatory	Alphanumeric
State		Vendor	Mandatory	Alphanumeric
Zip		Vendor	Mandatory	Alphanumeric
Phone		Vendor	Mandatory	Alphanumeric
Fax		Vendor	Optional	Alphanumeric
Email		Vendor	Mandatory	Alphanumeric
Interested in batch submission?		Vendor	Mandatory	Select 'Yes' or 'No' from list
TACOM WEB_EC direct vendor delivery user?		Vendor	Mandatory	Select 'Yes' or 'No' from list
Username		Vendor	Mandatory	Alphanumeric
Password		Vendor	Mandatory	Alphanumeric

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Confirm Password		Vendor	Mandatory	Alphanumeric

The Update, Reset, and Go Back Buttons

Update

After you modify any vendor information, the **Update** button saves the new information and forwards an update to DFAS. If CAGE Code information has changed, see the note at the bottom of the **Vendor Information Screen** (Figure 7a), which directs you to the **Vendor CAGE Code Screen** (Figure 7b). If DUNS Code information has changed, see the note at the bottom of the **Vendor Information Screen** (Figure 7a), which directs you to the **Vendor DUNS Code Screen** (Figure 7d).

Reset

The **Reset** button clears any vendor-entered changes that have not yet been submitted via the **Update** button, and restores the original information.

Go Back

The **Go Back** button directs you to the **WInS Payment System Picklist Screen** (Section 6).

Figure 7b depicts the **Vendor CAGE Codes Screen**

VENDOR CAGE CODES

Cage Code

Add **Clear** **Go Back**

EDIT	CAGE CODE
Click Here	0X0X0
Click Here	12345
Click Here	22122

Figure 7b. Vendor CAGE Code Screen

The Add, Clear, and Go Back Buttons

Add

Once a CAGE Code has been entered into the CAGE Code data field, the **Add** button inserts the data into a line item on the **Vendor CAGE Code Screen** and resets the data field for the next CAGE Code Entry.

Clear

The **Clear** button clears out any CAGE Code entered into the data field but not yet submitted via the **Add** button.

Go Back

The **Go Back** button directs you to the **Vendor Information Screen** (Figure 7a).

Click Here directs you to the **Vendor CAGE Code Screen (Updates)** and displays the chosen CAGE Code from that CAGE Code Record.

Figure 7c depicts the **Vendor CAGE Code Screen (Updates)**.

VENDOR CAGE CODES

CageCode X000X

Update Reset Cancel Delete

EDIT	CAGE CODE
Click Here	X000X

Document: Done

Figure 7c. Vendor CAGE Code Screen (Updates)

The Update, Reset, Cancel, and Delete Buttons

- Update** Once the CAGE Code has been edited, the **Update** button records the change on the **Vendor CAGE Code Screen**.
- Reset** After the CAGE Code has been edited in the data field, but before submitting with the **Update** button, the **Reset** button will restore the original CAGE Code to the data field on the **Vendor CAGE Code Screen** (Figure 7b).
- Cancel** The **Cancel** button returns you to the pre-edit data set from the **Vendor CAGE Code Screen** (Figure 7b).
- Delete** The **Delete** button deletes the identified CAGE Code unless it is the last remaining CAGE Code on the **Vendor CAGE Code Screen** (Figure 7b).

Figure 7d depicts the **Vendor DUNS Codes Screen**.

The screenshot shows a Netscape browser window with the title "Vendor DUNS CODES". The page has a menu bar (File, Edit, View, Go, Communicator, Help) and a status bar at the bottom showing "Document: Done".

At the top, there is a "Duns Code" label followed by a text input field. Below the input field are three red buttons: "Add", "Clear", and "Go Back".

Below the buttons is a table with two columns: "EDIT" and "DUNS CODE". The table contains one row with a blue underlined link "Click Here" in the "EDIT" column and the text "123456789" in the "DUNS CODE" column.

Figure 7d. Vendor DUNS Code Screen

The Add, Clear, and Go Back Buttons

Add

Once a DUNS Code has been entered into the DUNS Code data field, the **Add** button inserts the data into a line item on the **Vendor DUNS Code Screen** and resets the data field for the next DUNS Code Entry.

Clear

The **Clear** button clears out any DUNS Code entered into the data field but not yet submitted via the **Add** button.

Go Back

The **Go Back** button directs you to the **Vendor Information Screen** (Figure 7a).

Click Here directs you to the **Vendor DUNS Code Screen (Updates)** and displays the chosen DUNS Code from that DUNS Code Record.

Figure 7e depicts the **Vendor DUNS Code Screen (Updates)**.

The screenshot shows a Netscape browser window titled "Vendor DUNS CODES". At the top, there is a text input field labeled "Duns Code" with the value "123456789". Below this field are four red buttons: "Update", "Reset", "Cancel", and "Delete". Below the buttons is a table with two columns: "EDIT" and "DUNS CODE". The "EDIT" column contains a blue link "Click Here". The "DUNS CODE" column contains the value "123456789".

EDIT	DUNS CODE
Click Here	123456789

Figure 7e. Vendor DUNS Code Screen (Updates)

The Update, Reset, Cancel, Delete, and Go Back Buttons

Update

Once the DUNS Code has been edited, the **Update** button records the change on the **Vendor DUNS Code Screen**.

Reset

After the DUNS Code has been edited in the data field, but before submitting with the **Update** button, the **Reset** button will restore the original DUNS Code to the data field on the **Vendor DUNS Code Screen** (Figure 7d).

Cancel

The **Cancel** button returns you to the pre-edit data set from the **Vendor DUNS Code Screen** (Figure 7d).

Delete

The **Delete** button deletes the identified DUNS Code unless it is the last remaining DUNS Code on the **Vendor DUNS Code Screen** (Figure 7d).

Once information on the **Vendor Information Screen** has been updated, the **Vendor Information Update Submission OK Screen**, shown below, appears as verification.

Figure 7f depicts the **Vendor Information Update Submission OK Screen**

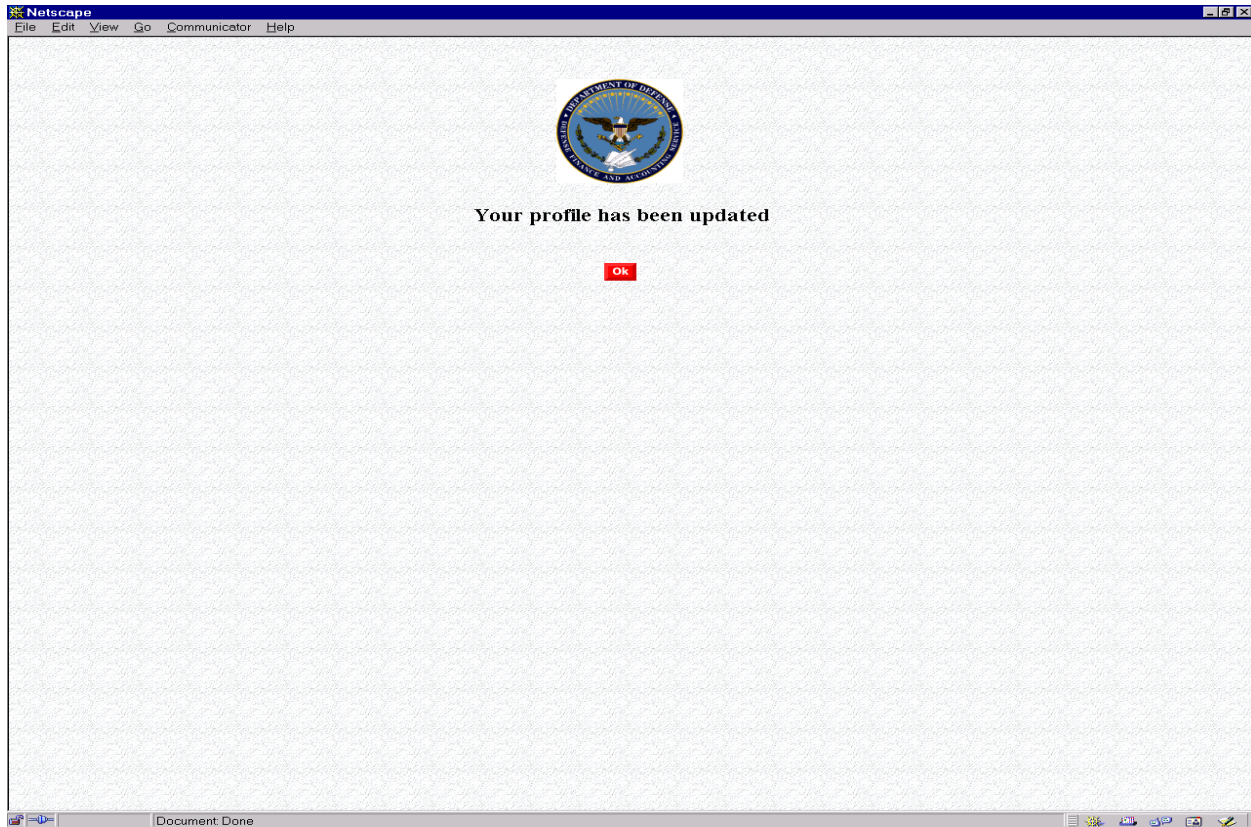


Figure 7f. Vendor Information Update Submission OK Screen

The OK Button



The **OK** button returns you to the **WInS Payment System Picklist Screen** (Section 6).

Additional Payment System Access Requests

You may also request access to additional DFAS payment systems serviced by WInS by clicking on the **Payment System** button(s) on the lower right of the **Vendor Information Screen** (Figure 7a). The **Payment System Icons** on the bottom left of Figure 7a indicate those systems for which you already have access. **DO NOT** request access to additional payment systems via the **New Account Request Form** (Section 4).

Figure 7g depicts an **Additional Payment System (STARS) Access Request Screen**

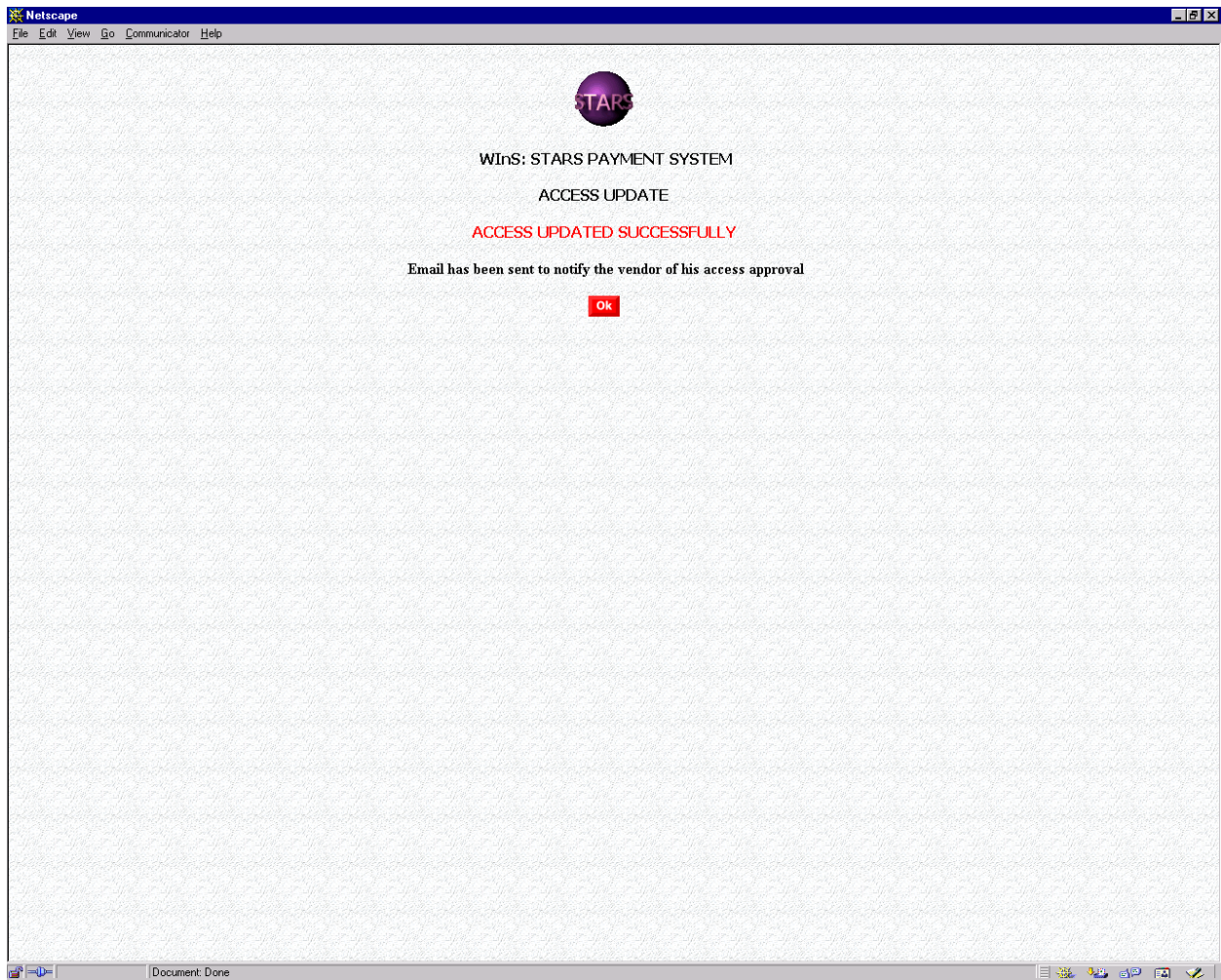
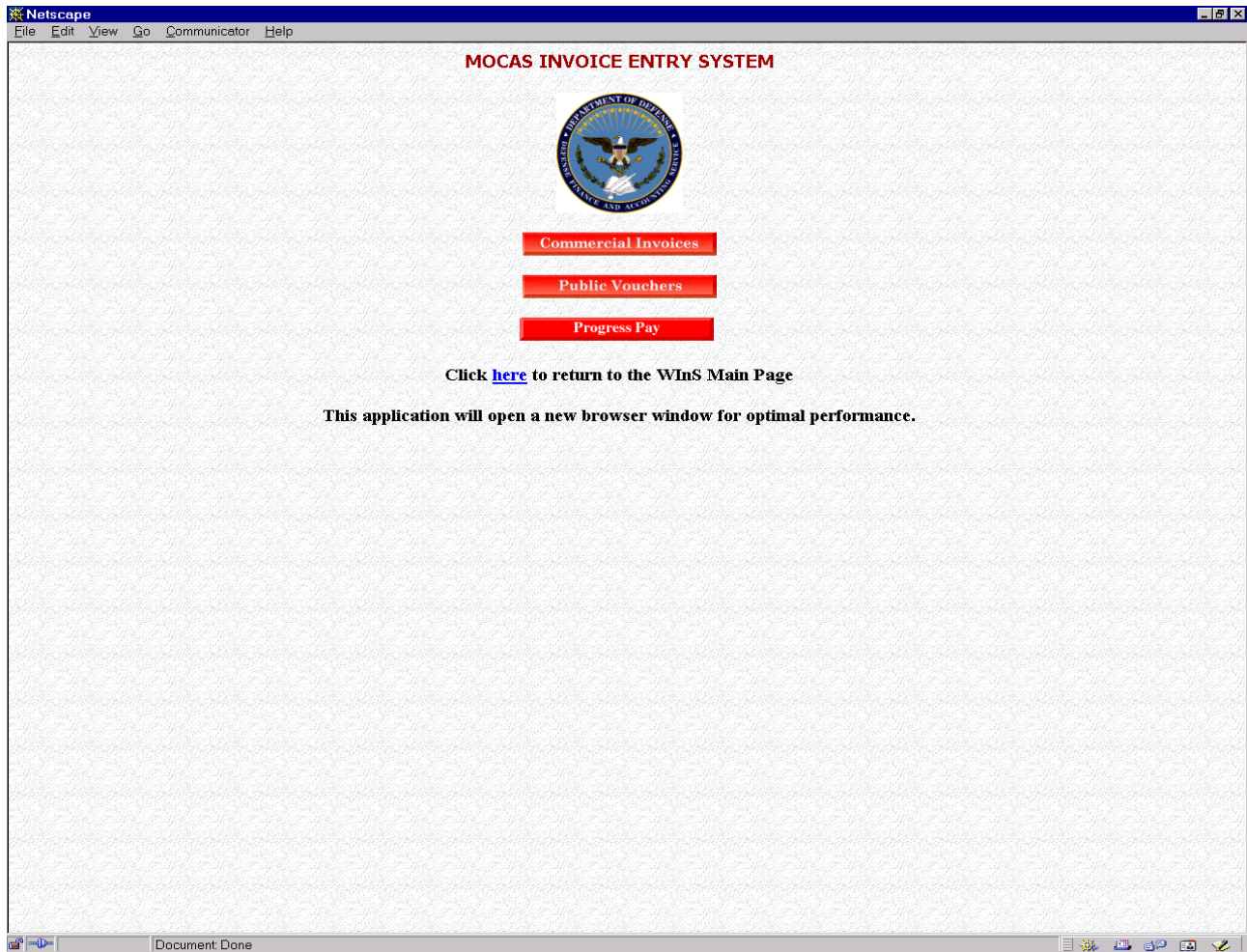


Figure 7g. Additional Payment System (STARS) Access Request Screen

8. MOCAS COMMERCIAL INVOICE/PUBLIC VOUCHER/PROGRESS PAY SELECTION SCREEN

The **MOCAS Commercial Invoice/Public Voucher/Progress Pay Selection Screen** contains the MOCAS menu of DFAS WInS. It allows you to prepare and submit a commercial invoice, public voucher, or progress pay request to the MOCAS payment system resident at the DFAS Columbus Center.

Figure 8 depicts the **MOCAS Commercial Invoice/Public Voucher/Progress Pay Selection Screen**.



**Figure 8. MOCAS Commercial Invoice/Public Voucher/
Progress Pay Selection Screen**

The Commercial Invoice, Public Voucher, and Progress Pay Buttons

Commercial Invoices

The **Commercial Invoices** button directs you to the **MOCAS Commercial Invoice Header Screen** (Section 9) to begin the process of submitting a commercial invoice to DFAS.

Public Vouchers

The **Public Vouchers** button directs you to the **MOCAS Public Voucher Header Screen** (WInS Users Manual, Volume 2) to begin the process of submitting a public voucher to DFAS.

Progress Pay

The **Progress Pay** button directs you to the **MOCAS Progress Pay Header Screen** (WInS Users Manual, Volume 3) to begin the process of submitting a progress pay invoice to DFAS.

Click [here](#) to return to the main page returns you to the **WInS Payment System Picklist Screen** (Section 6).

9. MOCAS COMMERCIAL INVOICE HEADER SCREEN

The **MOCAS Commercial Invoice Header Screen** is used to manually enter general and summary information concerning a particular MOCAS commercial invoice, to include invoices prepared from contracts with the Fast Pay clause (FAR 52.213-1). WInS carries the necessary information to meet the Fast Pay FAR clause vendor requirements. An alternative to manual data entry of Commercial Invoices is through submission of multiple Commercial Invoices via a batch mode described in Appendix A. The same data element edit checks are used for both the manual entry and batch modes to assist the user with invoice data accuracy. The manual data entry screen below carries all contract numbers invoiced against for the past 120 – 150 days. The Contract Number scroll box can be used as a trigger to pre-populate other Header Screen data fields in order to reduce routine data element entry. If the contract number is new, or the vendor desires to enter all data, then the contract number can be data entered as well.

Figure 9 depicts the **MOCAS Commercial Invoice Header Screen**.

The screenshot shows a web browser window titled "MOCAS INVOICE ENTRY SYSTEM - COMMERCIAL INVOICE - Netscape". The main content area is titled "Invoice Header". On the left side, there is a vertical sidebar with the MOCAS logo, the text "DFAS", and three red buttons: "View Log", "Exit System", and "Exit System". The main form contains the following fields and values:

CONTRACT NO. Select from list	F1933898D2354	Or enter here	
DELIVERY ORDER NO.	56T4		
FAST PAY CONTRACT (FAR CLAUSE 52.213-1)	NO	PAYING OFFICE	Van Nuys
INVOICE NO.	98I-4471	CAGE CODE	0X0X0
SHIP NO	MOC0003	FINAL SHIPMENT	NO
TOTAL \$	10355.45		
SHIP DATE (yyyy/mm/dd)	1999/12/10	SHIP TO CODE	F65004
		MARK FOR CODE (Fast Pay Only)	
		SHIPMENT MODE (Fast Pay Only)	
ADMIN OFFICE CODE	S0514A - San Diego	ACO REP	JOHN Q. PUBLIC
		TELEPHONE	310-555-6000
TRANSPORT TYPE	transport	TRANSPORT \$	55.45
DISCOUNT PERCENT	1.25	DISCOUNT DUE DAYS	10
DISCOUNT DUE DATE		DISCOUNT AMOUNT	

At the bottom of the form, there are three red buttons: "Continue", "Clear", and "Help".

Figure 9. MOCAS Commercial Invoice Header Screen

MOCAS Commercial Invoice Header Screen Field Definitions

Table 8 lists the data dictionary for each field on the **MOCAS Commercial Invoice Header Screen**. Mandatory fields must be completed, Optional fields may be completed at the discretion of the user, and Conditional fields must only be completed if the user's contract specifically requires the information, otherwise those fields are treated as optional.

TABLE 8. MOCAS COMMERCIAL INVOICE HEADER SCREEN FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Contract No.	Contract Number	Contract	Mandatory	Select from list or enter 13 characters, Alphanumeric (No letter 'O')
Delivery Order No.	Delivery Order Number	Contract	Conditional	4 characters, Alphanumeric
Fast Pay Contract	Fast Pay Indicator	Contract	Mandatory	Select from List
Payment Office	DFAS Payment Office	Contract	Mandatory	Select from list
Invoice No.	Invoice Number	Vendor	Mandatory	1 to 8 characters, Alphanumeric, Hyphens
CAGE Code	Commercial and Government Entity Code	DLIS	Mandatory	Select from list
Ship No.	Ship number	DFAS	Mandatory	7 characters, Alphanumeric
Final Shipment	Final Shipment Indicator	Vendor	Mandatory	Select from list
Total \$	Total dollar amount of the invoice (includes line items and transportation)	Vendor	Mandatory	Numeric, xxxx.xx
Shipment Mode	Mode of Shipment (Fastpay Only)	Vendor, or Contract	Conditional (Mandatory for Fast Pay)	Select from list
Ship To Code	Ship to Location Code	Contract	Optional	6 characters, Alphanumeric
Mark For Code	Mark For Code (Fastpay Only)	Vendor	Optional	6 characters, Alphanumeric
Ship Date	Shipment Date	Vendor	Mandatory	yyyy/mm/dd
Admin Office Code	Contract Administration Office (DPRO or DCMAO)	Contract	Mandatory	Select from list
ACO Rep	Administrative Contracting Officer/Office Name	DPRO, DCMAO	Optional	Alphanumeric
Telephone	ACO #, or DPRO/DCMAO General	DPRO,	Optional	xxx-xxx-xxxx

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
	#	DCMAO		
Transport Type	Postage or Freight	Contract	Conditional	Select from list
Transport \$	Postage or Freight Charge (No EDI if > \$189.99)	Contract	Conditional	Numeric, xxx.xx
Discount Due Days*	Discount Due Days	Vendor	Optional	Numeric (Integer)
Discount Due Date*	Discount Due Date	Vendor	Optional	yyyy/mm/dd
Discount Amount*	Discount Amount	Vendor	Optional	Numeric, xxxx.xx

* Discounting Rules – if used, only two of the four data elements should be transmitted, in one of these two combinations:

- Use Discount Percent with Discount Due Days **OR**
- Use Discount Amount with Discount Due Date

The Continue, Clear, and Help Buttons

Continue

The **Continue** Button directs the user to the **MOCAS Commercial Invoice Details Screen** (Section 10).

Clear

The **Clear** Button clears/deletes all existing entries on the screen.

Help

The **Help** Button opens the on-line user help message for the screen.

The View Log and Exit System Buttons

View Log

The **View Log** Button directs the user to the **MOCAS Submitted Commercial Invoices List Screen** (Section 13) to view, edit, or print previously submitted commercial invoices.

Exit System

The **Exit System** Button directs the user to the **MOCAS Commercial Invoice/Public Voucher/Progress Pay Selection Screen** (Section 8).

10. MOCAS COMMERCIAL INVOICE DETAILS SCREEN

The **MOCAS Commercial Invoice Details Screen** is used to enter line item information for the invoice.

Figure 10 depicts the **MOCAS Commercial Invoice Details Screen**. Header information carried over from the **MOCAS Commercial Invoice Header Screen** (Section 9) identifying the invoice number, transportation cost, total cost and whether the invoice is a Fastpay is displayed in **READ-ONLY** fields at the top of the screen to assist the user in determining when their invoice detail equals the invoice total cost.

MOCAS INVOICE ENTRY SYSTEM - COMMERCIAL INVOICE - Netscape

Header Summary

FAST PAY INVOICE NO: **No 98I-4471** TRANSPORT \$: **55.45** TOTAL \$: **10355.45**

Accounting Info **Refresh** **View Header**

Invoice Details

CLIN: Part Type: Part No.:

Quantity: Unit Price: U/M Code:

Describe: or Enter Here:

MILSTRIP Number (Fast Pay Only): **Add** **Clear**

CLIN	QTY	U/M	UNIT PRICE	SUBTOTAL
1001AA	5.00	EA	1000.000000	5000.00
2010	26.00	AA	50.000000	1300.00
MOCAS Calculated Total (Line Items + Transport) \$				6355.45

Figure 10. MOCAS Commercial Invoice Details Screen

MOCAS Commercial Invoice Details Screen Field Definitions

Table 9 lists the data dictionary for each field on the **MOCAS Commercial Invoice Details Screen**. Mandatory fields must be completed, Optional fields may be completed at the discretion of the user, and Conditional fields must only be completed if the user's contract specifically requires the information, otherwise those fields are treated as optional.

TABLE 9. MOCAS COMMERCIAL INVOICE DETAILS SCREEN FIELD DEFINITIONS

Field	Definition	Data Source	Data Requirement	Field Type
CLIN, ELIN, or CLIN/SLIN	Contract Line Item Number, Engineering Line Item Number, Supplemental Line Item Number	Contract	Mandatory	CLIN or ELIN: 4 alphanumeric characters, Alphanumeric CLIN/SLIN: 6 alphanumeric characters
Part Type	Part or Item designation code (NSN or Mfgr's No)	Contract or Vendor	Mandatory	Select from list
Part No.	Part or Item number	Contract or Vendor	Mandatory	NSN: 13 characters, no hyphens Mfgr #: 1 to 25 characters, Alphanumeric
Quantity	Quantity being billed	Vendor	Mandatory	Numeric
Unit Price	Price of one unit	Contract	Mandatory	Numeric, xxxx.xxxx
U/M Code	Unit of Measure Code	Contract	Mandatory	Select from list or enter in data box
Description	Part or Item Description	Contract	Optional	1 to 80 characters, Alphanumeric
MILSTRIP Number	MILSTRIP Number	Vendor or Contract	Optional	14 – 15 characters, Alphanumeric

The Accounting Info, View Header, and Refresh Buttons

The **Accounting Info** Button directs the user to the **MOCAS Commercial Invoice Accounting Line Information Screen** (Section 11).

The **View Header** Button directs the user to the **MOCAS View/Modify Commercial Invoice Header Screen** (Section 15).

The **Refresh** Button reloads Invoice Details information on the screen.

The Add and Clear Buttons

After a set of line item information is entered into the data fields, the **Add** Button inserts the data as a line item on the data display matrix and resets the data fields for the data entry of the next line item. As each detail line is added, the application provides a running cumulative sum of the line item detail and transportation costs as a cross check against the total cost displayed in the Header Summary (read-only) of Figure 10.

The **Clear** Button clears/deletes all existing entries on the screen.

The Submit Invoice and Cancel Invoice Buttons

Once all invoice information on both the **MOCAS Commercial Invoice Header Screen** (Section 9) and **MOCAS Commercial Invoice Details Screen** (Section 10) has been entered, the invoice is submitted to DFAS WInS by clicking on the **Submit Invoice** Button.

The **Cancel Invoice** Button cancels the active invoice prior to submission to DFAS WInS.

11. MOCAS COMMERCIAL INVOICE ACCOUNTING LINE INFORMATION SCREEN

The **MOCAS Commercial Invoice Accounting Line Information Screen** allows a user to enter accounting information concerning an invoice, when required by the associated contract. Header information carried over from the **MOCAS Commercial Invoice Header Screen** (Section 9) identifying the invoice number, transportation cost, and total cost is displayed in **READ-ONLY** fields at the top of the screen.

Figure 11a depicts the **MOCAS Commercial Invoice Accounting Line Information Screen**.

MOCAS INVOICE ENTRY SYSTEM - COMMERCIAL INVOICE - Netscape

COMMERCIAL INVOICE ACCT LINE INFORMATION

Header Summary

INVOICE NO	TRANSPORT \$	TOTAL \$
98I-4471	55.45	10355.45

Account Information

CLIN/SLIN: 1001AA; ACRN: DR; MOD #: P00024; \$4,000.00

[Add](#) [Clear](#) [Help](#)

[Return to Invoice Details](#)

EDIT	Account Information
Click to Edit	ELIN:E577;ACRN:DR;MOD:P00024;\$4000.00

Figure 11a. MOCAS Commercial Invoice Accounting Line Information Screen

The Add, Clear, Help, and Return to Invoice Details Buttons

Add	Once accounting, contract modification and dollar information is entered into the accounting information data field (one per detail line item submitted from Section 10), the Add Button inserts the data into a line item on the data display matrix and resets the data fields for the next line item entry.
Clear	The Clear Button clears/deletes current information in the Accounting Information data field.
Help	The Help Button displays an on-line user help message for the screen.
Return to Invoice Details	The Return to Invoice Details Button directs the user to the Commercial Invoice Details Screen (Section 10).

MOCAS Commercial Invoice Accounting Line Information Update Screen

Clicking on **Click to Edit** for any row displayed on the data display matrix on the **MOCAS Commercial Invoice Accounting Line Information Screen** (Figure 11a) allows the user to edit the Accounting Information for that row.

Figure 11b depicts the **MOCAS Commercial Invoice Accounting Line Information Update Screen**. Once the row is opened, the user has the option to **Update** the row, **Delete** the row, or **Cancel** all modifications that have been made.

MOCAS INVOICE ENTRY SYSTEM - COMMERCIAL INVOICE - Netscape

COMMERCIAL INVOICE ACCT LINE INFORMATION

Header Summary

INVOICE NO	TRANSPORT \$	TOTAL \$
981-4471	55.45	10355.45

Account Information

ELIN:E577;ACRN:DR;MOD:P00024;\$4000.00

Update Cancel Delete

Return to Invoice Details

EDIT	Account Information
Click to Edit	ELIN:E577;ACRN:DR;MOD:P00024;\$4000.00

Figure 11b. MOCAS Commercial Invoice Accounting Line Information Update Screen

The Update, Cancel, Delete, and Return to Invoice Details Buttons

Update

The **Update** Button records the edited accounting information for the current row on the **MOCAS Commercial Invoice Accounting Information Update Screen**.

Cancel

The **Cancel** Button clears edited information entered prior to clicking on the Update Button for the current row, returning the data to the pre-edit information from the **MOCAS Commercial Invoice Accounting Update Screen**.

Delete

The **Delete** Button deletes the accounting information for that row from the **MOCAS Commercial Invoice Accounting Update Screen**.

Return to Invoice Details

The **Return to Invoice Details** Button returns the user to the **MOCAS Commercial Invoice Details Screen** (Section 10).

12. MOCAS COMMERCIAL INVOICE SUBMISSION CONFIRMATION SCREEN

Once all invoice information on both the **MOCAS Commercial Invoice Header Screen** (Section 9) and **MOCAS Commercial Invoice Details Screen** (Section 10) has been entered, the invoice is submitted to DFAS WInS by clicking on the **Submit Invoice** button on the **MOCAS Commercial Invoice Details Screen**. Upon submittal, the **MOCAS Commercial Invoice Submission Confirmation Screen** appears as verification.

Figure 12a depicts the **MOCAS Commercial Invoice Submission OK Screen**.

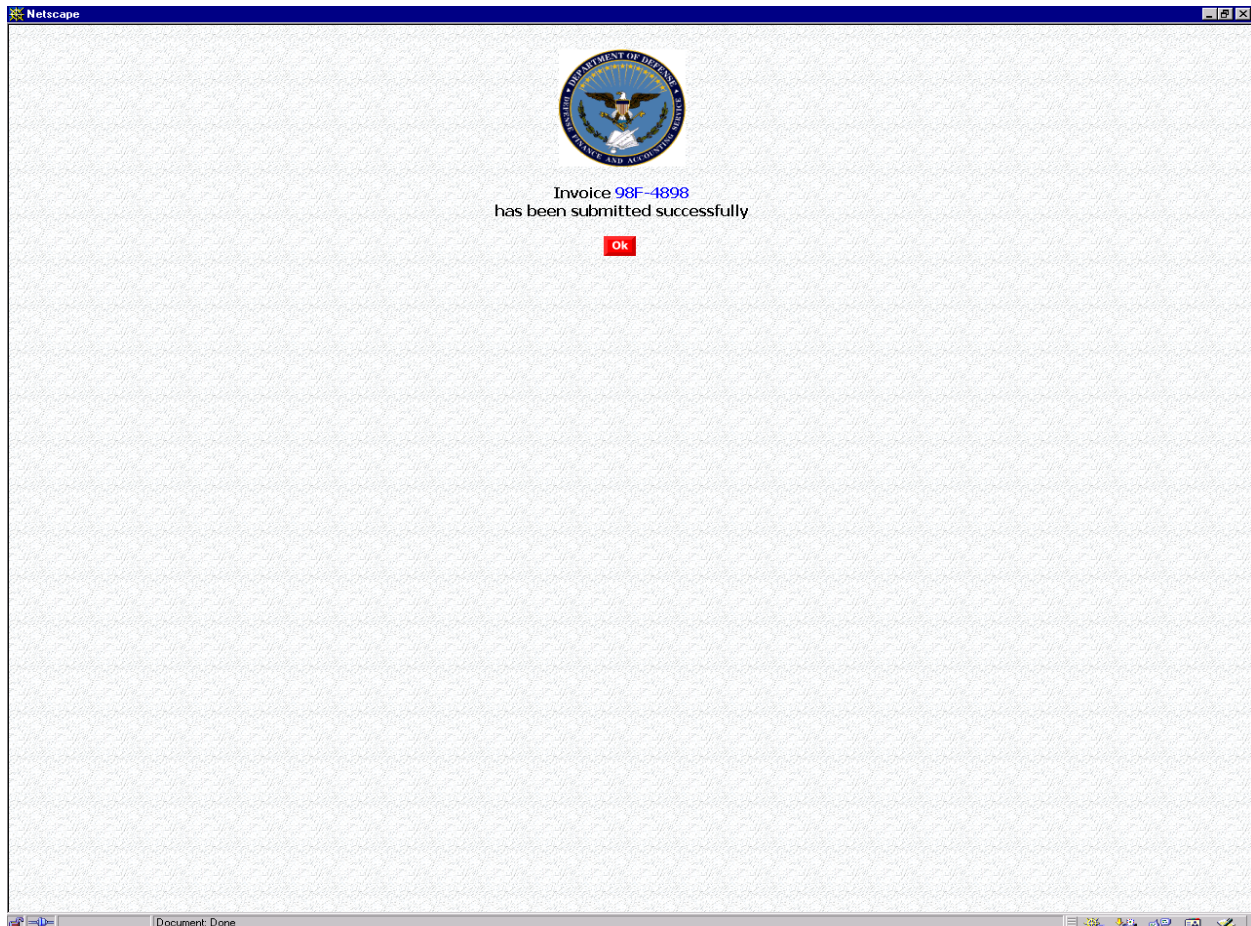


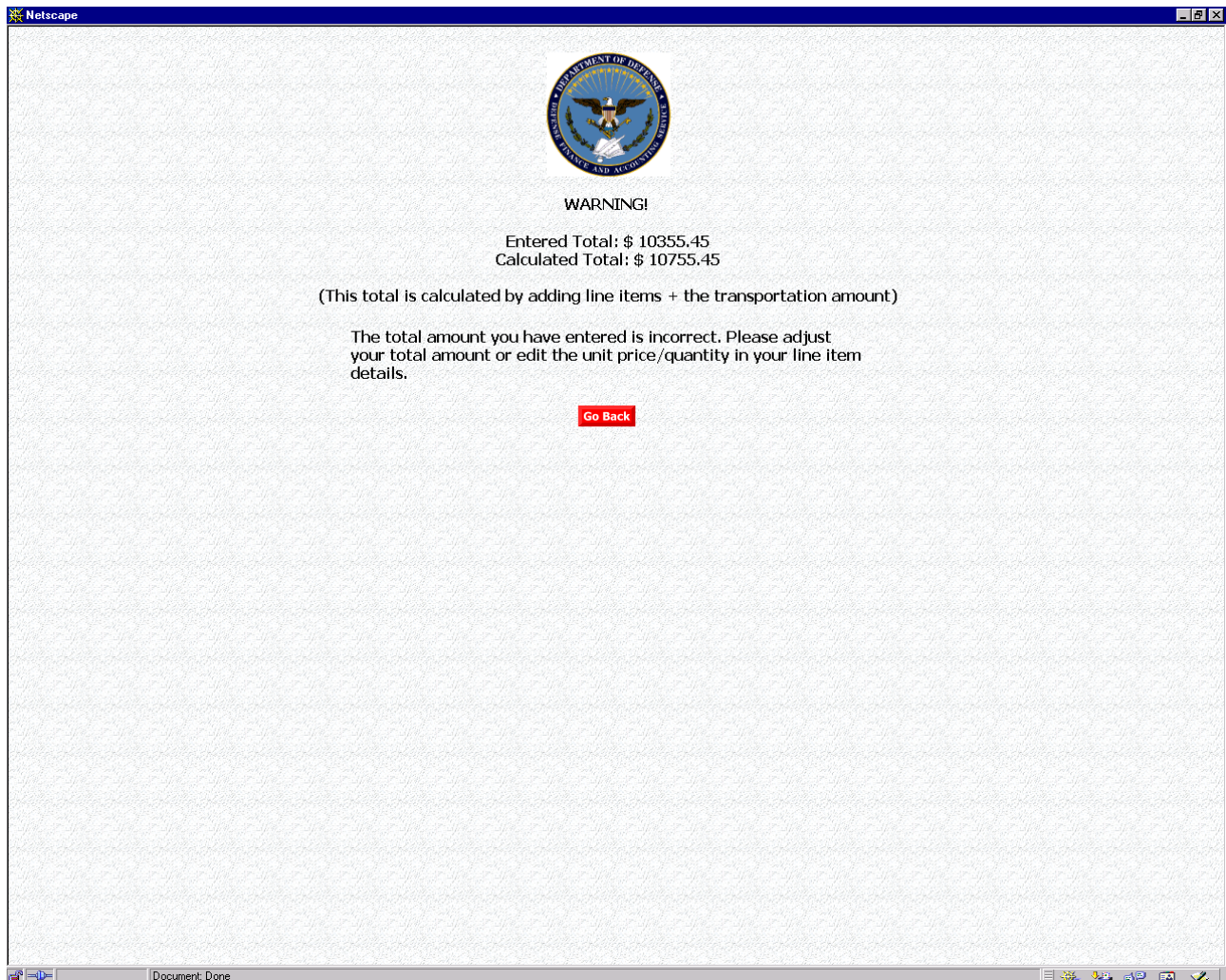
Figure 12a. MOCAS Commercial Invoice Submission OK Screen

The OK Button



The **OK** button directs you to the **MOCAS Commercial Invoice Header Screen** (Section 9).

Figure 12b depicts the **MOCAS Commercial Invoice Submission OK Screen** with a Cross Check error message.



**Figure 12b. MOCAS Commercial Invoice Submission OK Screen
with Cross Check Error**

Go Back

The **Go Back** button directs you to the **MOCAS View/Modify Commercial Invoice Header Screen** (Section 15) to resolve the discrepancies.

13. MOCAS SUBMITTED COMMERCIAL INVOICES LIST SCREEN

The **MOCAS Submitted Commercial Invoices List (View Log) Screen** allows a user to view a list of all invoices that have been submitted to the DFAS payment system since the last DFAS archiving. DFAS will keep invoices available for a minimum of 120 days from submission. Submitted invoice data may be viewed and printed for all commercial invoices on the list by clicking on the individual Invoice Number. Follow the print instructions described in Section 14, **MOCAS Submitted Commercial Invoice Details Screen**. The **MOCAS Submitted Commercial Invoices List (View Log) Screen** also provides options for deleting invoices, completing and submitting incomplete invoices and for correcting errors on previously submitted invoices and then allowing re-submission.

The invoice Date/Time is assigned when the invoice is successfully submitted to DFAS WInS (Section 12, Figure 12a), whether it is an original invoice or a re-submitted invoice. WInS then converts (extracts) the invoice into an Electronic Data Interchange (EDI) invoice format for transmission to DFAS. EDI invoices are forwarded to the DOD communications infrastructure every hour. They are processed into the MOCAS contract payment system nightly.

Figure 13a depicts the **MOCAS Submitted Commercial Invoices List (View Log) Screen**.

SUBMITTED COMMERCIAL INVOICES

Batch Summary Help Go Back

Order by Invoice Date Total Invoices: 4 VPIS
☐ Ascending ☒ Descending Vendor Pay Inquiry System
 Search by InvoiceNo: Find! Clear GO Information

Current Records: (1 - 50)

VIEW LOG LEGEND			CLEAN/REFRESH INVOICE LOG				
Status	Edit	Batch	Invoice No.	Contract No.	Deliv. Order No.	Date Transmitted	Delete
	Edit	N	00I-7787	F1933898D2354	0003	1999/11/03	NO
	Edit	Y	98F-2177	N0003496C2199		1999/10/28	NO
	Edit	N	00I-5454	F1962898C9993		1999/10/19	NO
	Edit	N	99I-5555	F1933898D2177		1999/10/12	NO
	Edit	N	99I-7886	F1962899D9090	0004	1999/10/08	NO
	Edit	Y	99I-4444	F1962899D0003	4498	1999/10/28	NO
	Edit	Y	98I-5777	F1462697C0111		1999/10/28	NO

45% of 280

Figure 13a. MOCAS Submitted Commercial Invoices List (View Log) Screen

The MOCAS Commercial Invoice View Log has two components:

- 1) A View Log Invoice Matrix which displays status information on each submitted invoice and,
- 2) A View Log Data Sorting Box that allows the user to quickly find a specific invoice for editing, review, or printing.

View Log Data Sorting

The topmost box in the MOCAS Commercial Invoice **View Log** provides several functions to assist the user in isolating a specific invoice for viewing, editing, or printing. The invoice records are defaulted to sort by descending order by invoice date meaning the most current invoices appear at the beginning of the **View Log** followed by older invoices. The **View Log Data Sort Box** allows the user to switch the display order to ascending so the oldest invoices are displayed first, then back to descending invoice order. Finally, the user may enter an invoice number in the **Search by**

Invoice No. data entry box and then click on the Find Button, or hit the **Enter Key** on the PC's Keyboard and WInS will display the requested record.

View Log Invoice Matrix

The bottom portion of the **MOCAS Submitted Commercial Invoices List Screen** is a **View Log Invoice Matrix** that displays a record of each invoice the user has submitted since the last DFAS archiving. This matrix posts 50 records for display at a time, and is defaulted to show the most current invoices (descending order) first. You may view these 50 records by using the right scroll bar. There are several methods for reviewing records that do not appear in the first 50. First, you may click on the "Next 50" (51- 100) message above the Matrix, and records 51 through 100 will appear. The user can continue to click "Next 50"(101 – 150) or "Previous 50" (1 – 50) to scroll up or down the list of total records. Secondly, the user can select "**Ascending**" sort order and the 50 oldest invoices will be displayed, with the same Next/Previous 50 options.

The **CLEAN/REFRESH INVOICE LOG** link is used to push invoices through to WInS if they display a Lock Icon in the Status Column. See below for more information on the Icons which may be displayed in the **View Log Invoice Matrix** Status Column. The **VIEW LOG LEGEND** describes the Icons used in the **View Log Invoice Matrix** Status Column.

The matrix provides status information related to the user's submitted invoices and are described from left to right.

Status Column

The Status Column of the View Log Invoice Matrix provides important invoice tracking information.

Figure 13b, the **View Log Legend** depicting the Status Column Icons is accessed by clicking the **VIEW LOG LEGEND**.

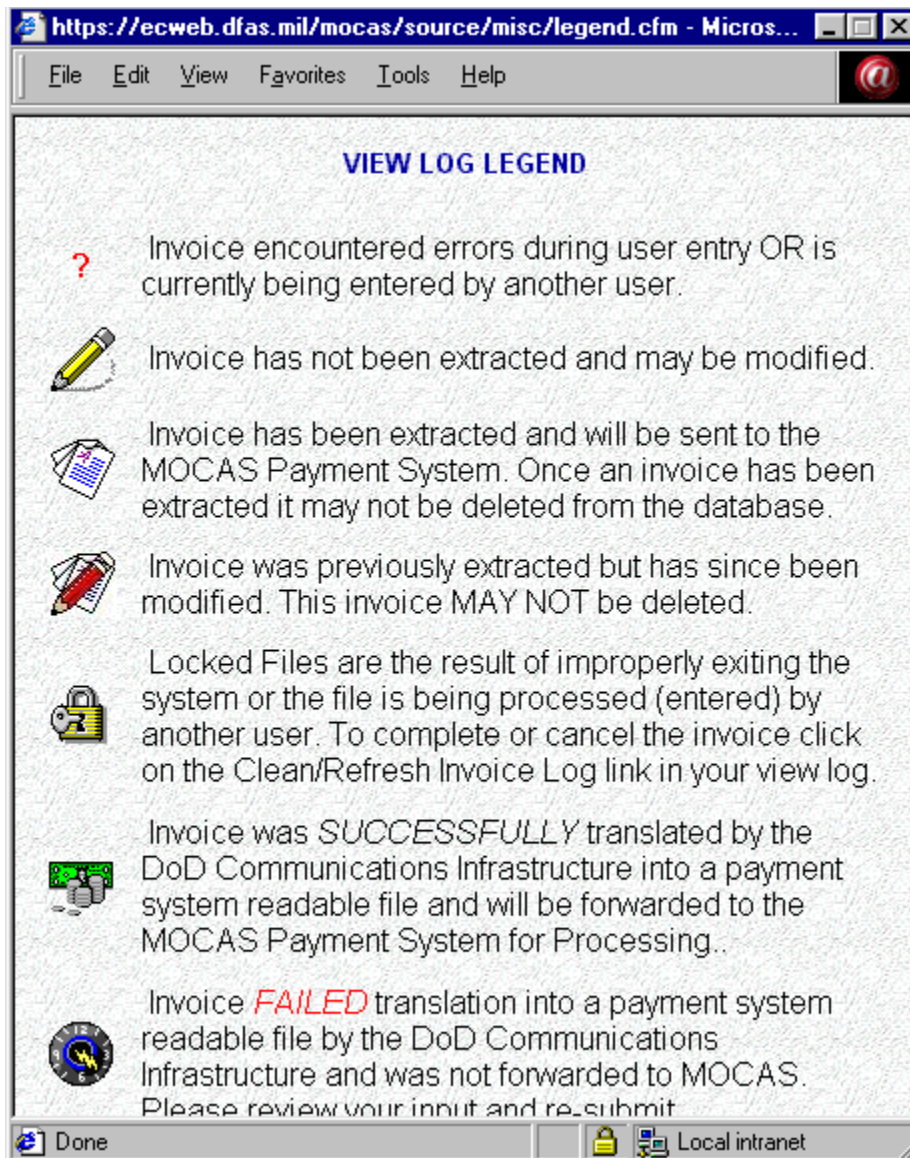


Figure 13b. MOCAS Log Legend

There are currently seven possible symbols that may appear in the Status Column. Each is described below.



The **Red ? Icon** indicates the invoice was not completed and has not been received into DFAS WInS for processing. This scenario occurs when the user has completed at least the **MOCAS Commercial Invoice Header Screen** (Section 9) and hit the **Continue** Button and then lost Internet connectivity. The **Red ? Icon** corresponds to the WInS Invoice Entry Notification Warning (Section 5). In addition to the warning encountered upon WInS Login (Figure 5), an e-mail with the same information is forwarded to the user. The user has two options: 1) delete the incomplete invoice by clicking on the waste basket option in the Delete Column, then re-enter the invoice completely, or 2) click on the “**Edit**” in the Edit Column for that invoice, complete the invoice and click on the **Submit Invoice** Button to submit to DFAS WInS. Option 2 is preferable, as it requires less user data entry.



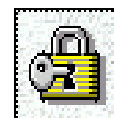
The **Pencil Icon** indicates a successful submission of the invoice (Section 12) to DFAS WInS. With successful submission, the Invoice Date and Time are captured in the Date Transmitted Column of the data display. As described above, WInS extracts submitted invoices and converts them to Electronic Data Interchange (EDI) format every hour forwards to the payment system. Until the extraction, identified by the **Paper Icon**, the submitted invoice may be deleted (Wastebasket in Delete Column). Successfully submitted invoices may be edited at any time by clicking on the “**Edit**” in the Edit Column, update the file and then re-submit.



The **Paper Icon** indicates a successful conversion of the invoice to the Electronic Data Interchange (EDI) format necessary to forward to the payment system. Extraction occurs every hour. Once extracted, an invoice may no longer be deleted (the appearance of the “NO” in the Delete Column). However, if an invoice is rejected by the payment system for any reason, the invoices may be edited and resubmitted. This overwrites the original submission with the new invoice data and a current date and time.



The **Paper and Pencil Icon** indicates that a previously submitted and extracted invoice has been edited and re-submitted to WInS. These invoices may not be deleted. The new submission date is posted to the Date Transmitted Column.



The **Lock Icon** indicates that another user may be entering data for this invoice, or a processing error has occurred. This invoice has NOT been successfully submitted to DFAS WInS. If the invoice data appears correct when viewed by clicking the invoice number in the Invoice Number Column, then clicking on the **CLEAN/REFRESH INVOICE LOG** message should push the locked invoice to DFAS WInS and change the **Lock Icon** to the **Pencil Icon** indicating a successful submission. If this does not clear the **Lock Icon**, then delete the invoice (click on Wastebasket Icon in the Delete Column), re-enter and submit.



The **Money Icon** indicates that the invoice has been successfully transmitted to DFAS and has been forwarded to the payment system for entitlement actions. The invoice Date/Time in the Date Transmitted Column is replaced by the Date/Time when the invoice was passed to the payment system. The invoice date is retained in the **MOCAS**

Submitted Commercial Invoice Details Screen (Section 14).



The **Lightening Icon** indicates that the invoice was transmitted to DFAS but was rejected before reaching the payment system. The Date/Time of rejection is shown in the Date Transmitted column. To edit the rejected invoice, click on the “**Edit**” in the Edit Column for that invoice, update the incorrect information, and submit back to

DFAS WInS.

Edit Column

Invoices with an “**Edit**” displayed in the Edit Column (all except those with the **Lock Icon**) may be edited and re-submitted. Clicking on the “**Edit**” directs the user to the **MOCAS View/Modify Commercial Invoice Header Screen** (Section 15).

Batch Column

The Batch Column indicates whether the invoice was submitted to WInS via manual data entry (‘N’), or via File Transfer Protocol (FTP) transmission of a multiple Commercial Invoice batch submission (‘Y’).

Invoice No. Column

Clicking on the **Invoice Number** for any row directs the user to the **MOCAS Submitted Commercial Invoice Details Screen** (Section 14) which displays the invoice data entered by the user. This is your archive record and should be printed and retained with your billing records

Contract No. and Delivery Order No. Columns

These columns display the Contract Number, and where applicable, the Delivery Order Number for each submitted invoice to assist the user in identifying their invoice data submissions.

Date Transmitted Column

As described in the Status Column section above, the date in the Date Transmitted Column is initially the invoice submission date (associated with the **Pencil, Pencil/Paper, or Paper Icons**). When the invoice has processed through the DOD Communications Infrastructure to DFAS, the invoice date is replace with the processed date (associated with either the **Money** or **Lightening**

Icons). If an invoice is edited and re-submitted, the cycle begins again. The processed date is overwritten by the new invoice date and eventually this is overwritten by a new processed date.

Delete Column

Any invoice that has not been extracted (**Red ‘?’**, **Lock**, or **Pencil Icons**) may be deleted. Once an invoice has been converted (extracted) into the EDI format and forwarded to DFAS (**Paper Icon**), the invoice may no longer be deleted. The user may edit previously submitted invoices but may not delete them.

The Batch Summary, Help and Go Back Buttons

Batch Summary Button

Clicking on the **Batch Summary** Button brings up a history table of all batch MOCAS Commercial Invoices and Vouchers, SAMMS Commercial Invoices and STARS Commercial Invoices submitted since the last archiving of WInS data. The Batch Summary provides batch totals, number accepted and number rejected by each invoice type for each batch submission. Processed MOCAS Commercial Invoices are posted to the **MOCAS Commercial Invoice View Log Invoice Matrix** with a ‘Y’ Status in the Batch Column.

Figure 13c depicts the WInS Batch Summary Screen.

https://trams.ssg.gunter.af.mil/source/misc/batch_summary.cfm - Microsoft Internet Explorer

WInS BATCH SUMMARY

[Go Back](#)

Company / File Name	Date Processed	Batch Submission	Submitted	Processed	Rejected
0X0X0_20000229_Bad4.txt	2000/03/01	Batch Total	5	2	1
		MOCAS Invoices	1	0	1
		MOCAS Vouchers	1	1	0
		SAMMS Invoices	1	1	0
		STARS Invoices	2	0	2
0X0X0_tst_in20039.txt	2000/02/18	Batch Total	2	2	0
		MOCAS Invoices	2	2	0
		MOCAS Vouchers	0	0	0
		SAMMS Invoices	0	0	0
		STARS Invoices	0	0	0
0X0X0_20000128_bad3.txt	2000/02/01	Batch Total	1	0	0
		MOCAS Invoices	0	0	0
		MOCAS Vouchers	0	0	0
		SAMMS Invoices	0	0	0
		STARS Invoices	1	0	1
0X0X0_20000125_bad1.txt	2000/01/28	Batch Total	5	0	3
		MOCAS Invoices	1	0	1
		MOCAS Vouchers	1	0	1
		SAMMS Invoices	1	0	1
		STARS Invoices	2	0	2
0X0X0_20000126_Good3.txt	2000/01/28	Batch Total	5	3	0
		MOCAS Invoices	1	1	0
		MOCAS Vouchers	1	1	0
		SAMMS Invoices	1	1	0

Done

Start | Distiller Assistant 3.01 | Microsoft Word - Defens... | fig_161 - Paint | https://trams.ssg.gunter... | https://trams.ssg.gunter... | https://trams.ssg.g... | Internet | 11:51 AM

Figure 13c. WInS Batch Summary Screen

Help

The **Help** Button displays on-line user help messages for MOCAS Commercial Invoice Screens.

Go Back

The **Go Back** Button directs the user to the **MOCAS Commercial Invoice Header Screen** (Section 9).

14. MOCAS SUBMITTED COMMERCIAL INVOICE DETAILS SCREEN

The **MOCAS Submitted Commercial Invoice Details Screen** displays header, accounting information, and line item details for an invoice submitted to DFAS. The invoice may be printed for the vendor's archive record. (See the Note regarding printing instructions below.) Each invoice must be individually selected from the **MOCAS Submitted Commercial Invoices List Screen** (Section 13) for archive printing.

Figure 14 depicts the **MOCAS Submitted Commercial Invoice Details Screen**.

Netscape
File Edit View Go Communicator Help

Company Info

Company Name MOCAS TEST SITE	POC Name TEST SITE
POC Phone # (703)607-3757	POC Email mark.edmunds@dfas.mil

Header

Fast Pay Invoice (FP)	No	PayingOffice	West Entitlemnt
Invoice No.	98F-4409	Invoice Date	1998/12/21
Contract No.	DAAH0097C9975	Delivery Order No.	
Cage Code	0X0X0	ShipNumber	MOC0002
Shipment Mode (FP Only)		Mark Code (FP Only)	
ShipToCode	D00565	ShipDate	1998/12/21
Final Shipment	Yes	Transport Amount	
Total Amount	100.00	Transport Type	
TransPurpose	OO	TransType	DI

Discount Percent	Discount Due Days	Discount Due Date	Discount Amount

Admin Office Code	S0513A	Phone Number	
ACO Representative			

ACCT Lines

NO ACCOUNTING INFORMATION PROVIDED

Details

CLINID	Product No.	Product/Part Type
3222	12-R-453	Part #
Quantity	Unit Price	UM Type
1.00	100.000000	LO
MILSTRIP	Description	
	PRODUCT 1	

[Go Back](#)

* To print a copy of this invoice, click 'File' on the menubar and select 'Print'

Document: Done

Figure 14. MOCAS Submitted Commercial Invoice Details Screen

The Go Back Button

Go Back

The **Go Back** Button directs the user to the **MOCAS Submitted Commercial Invoices List Screen** (Section 13).

Note: To print a copy of the invoice, click **“File”** on the Internet browser menu bar and select **“Print.”** Select the **“File Menu,”** then the **“Print Sub-menu,”** then click **“OK”**.

15. MOCAS VIEW/MODIFY COMMERCIAL INVOICE HEADER SCREEN

The **MOCAS View/Modify Commercial Invoice Header Screen** is used to view or modify general and summary information concerning a particular invoice. This screen may be accessed from either 1) the **View Header** Button on the **MOCAS Commercial Invoice Details Screen** (Section 10) if Header screen editing is necessary during initial voucher entry, or 2) from the **MOCAS Submitted Commercial Invoice List Screen** (Section 13) by clicking on the '**Edit**' text within the Edit Column for the desired invoice.

Figure 15 depicts the **MOCAS View/Modify Commercial Invoice Header Screen**.

MOCAS INVOICE ENTRY SYSTEM - COMMERCIAL INVOICE - Netscape

Invoice Header

CONTRACT NO. N0003496C2199 **DELIVERY ORDER NO.**

FAST PAY CONTRACT (FAR CLAUSE 52.213-1) YES **PAYING OFFICE** Chesapeake

INVOICE NO 98F-2177 **CAGE CODE** 0X0X0

SHIP NO MOC0004 **FINAL SHIPMENT** NO

TOTAL \$ 5444.67

SHIP DATE (yyyy/mm/dd) 1999/01/13 **SHIP TO CODE** N42679 **MARK FOR CODE (Fast Pay Only)** N33493 **SHIPMENT MODE (Fast Pay Only)** Best Way (T)

ADMIN OFFICE CODE S2404A - Baltimore(VA) **ACO REP** JOHN **TELEPHONE** 310-555-6000

TRANSPORT TYPE transport **TRANSPORT \$** 44.67

DISCOUNT PERCENT	DISCOUNT DUE DAYS	DISCOUNT DUE DATE	DISCOUNT AMOUNT
<input type="text"/>	<input type="text"/>	1999/01/20	300.00

Update **Clear** **Help**

Click [here](#) to cancel modification of this invoice

Figure 15. MOCAS View/Modify Commercial Invoice Header Screen

MOCAS View/Modify Commercial Invoice Header Screen Field Definitions

Table 10 lists the data dictionary for each field on the **MOCAS View/Modify Commercial Invoice Header Screen**. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information; otherwise, those fields are treated as optional.

TABLE 10. MOCAS VIEW/MODIFY COMMERCIAL INVOICE HEADER SCREEN FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Contract No.	Contract Number	Contract	Mandatory	13 characters, Alphanumeric (No letter 'O')
Delivery Order No.	Delivery Order Number	Contract	Conditional	4 characters, Alphanumeric
Fast Pay Contract	Fast Pay Indicator	Contract	Mandatory	Select from List
Payment Office	DFAS Payment Office	Contract	Mandatory	Select from list
Invoice No.	Invoice Number	Vendor	Mandatory	1 to 8 characters, Alphanumeric, Hyphens
CAGE Code	Commercial and Government Entity Code	DLIS	Mandatory	Select from list
Ship No.	Ship number	DFAS	Mandatory	7 characters, Alphanumeric
Final Shipment	Final Shipment Indicator	Vendor	Mandatory	Select from list
Total \$	Total dollar amount of the invoice (includes line items and transportation)	Vendor	Mandatory	Numeric, xxxx.xx
Shipment Mode	Mode of Shipment (Fastpay Only)	Vendor, or Contract	Conditional (Mandatory for Fastpay)	Select from list
Ship To Code	Ship to Location Code	Contract	Optional	6 characters, Alphanumeric
Mark For Code	Mark For Code (Fastpay Only)	Vendor	Optional	6 characters, Alphanumeric
Ship Date	Shipment Date	Vendor	Mandatory	yyyy/mm/dd
Admin Office Code	Contract Administration Office (DPRO or DCMAO)	Contract	Mandatory	Select from List
ACO Rep	Administrative Contracting Officer/Office Name	DPRO, DCMAO	Optional	Alphanumeric
Telephone	ACO #, or DPRO/DCMAO General	DPRO,	Optional	xxx-xxx-xxxx

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
	#	DCMAO		
Transport Type	Postage or Freight	Contract	Conditional	Select from list
Transport \$	Postage or Freight Charge (No EDI if > \$189.99)	Contract	Conditional	Numeric, xxx.xx
Discount Percent*	Discount Percentage	Vendor	Optional	Numeric, xx.xx
Discount Due Days*	Discount Due Days	Vendor	Optional	Numeric (Integer)
Discount Due Date*	Discount Due Date	Vendor	Optional	yyyy/mm/dd
Discount Amount*	Discount Amount	Vendor	Optional	Numeric, xxxx.xx

* Discounting Rules – if used, only two of the four data elements should be transmitted, in one of these two combinations:

- Use Discount Percent with Discount Due Days **OR**
- Use Discount Amount with Discount Due Date

The Update, Clear, Help, and Go Back Buttons

Update

The **Update** button saves changes made to the commercial invoice header information and directs you to the **MOCAS Commercial Invoice Details Screen** (Section 10) for review or update of the invoice line item detail and/or accounting detail (Section 11).

Clear

The **Clear** button clears/deletes all existing entries on the screen.

Help

The **Help** button opens the online user help tool for the screen.

Go Back

The **Go Back** button directs you to the **MOCAS Commercial Invoice Details Screen** (Section 10) if the Header is reviewed while entering the initial data set. If the **MOCAS View/Modify Commercial Invoice Header Screen** is accessed from the **MOCAS Submitted Commercial Invoices List Screen** (Section 13), the **Go Back** button will direct you to the **Submitted Commercial Invoices List Screen**.

Click [here to cancel modifications](#) returns the invoice to the **MOCAS Submitted Commercial Invoices List Screen** (Section 13) unchanged.

APPENDIX A: MOCAS COMMERCIAL INVOICE BATCH FILE FORMAT

DFAS WEB INVOICING SYSTEM (WInS)

Instructions:

1. **Each** invoice within the batch submission must have:

- One 'H' Record
- One '1' Record (Invoice Header Information)
- At least one '3' Record (Invoice Line Item Information)
- Ensure a hard carriage return follows each Record
- **(Optional)** '2' Record(s) (Accounting Information)

2. **File Transfer Protocol (FTP) Transmission Instructions:**

- a. File Structure: File name must be ALL uppercase letters using a combination of your Contractor and Government Entity (CAGE) Code and the submit date separated by an underscore (Cage Code_Century Year Month Day):

Example: 0X0X0_20000215.file extension

- b. Submit as ASCII textfiles (.txt extension)
- c. Send no more than five invoices per test. Use previously paid invoices as test files are not forwarded for payment. If submitting tests originally entered manually via WInS please modify the contract number (dummy #) as WInS will reject invoices that are duplicates of those currently in the WInS database (duplicate edit checks for Contract Number, Delivery Order No. and Invoice Number being unique)
- d. Submit batch files via FTP to the Maxwell Air Force Base/Gunter Annex JANUS gateway: Contact the WInS System Administrators listed in Step 'e' below when you have FTP'd the file(s) so they may initiate the batch test routine. (The production routine runs every hour but the test routine is manually activated)

Server/Host Name: janus.ssg.gunter.af.mil

Test Userid and Password:

Userid: winstest
Password: battest1

(Userid and password are case sensitive)

- e. Follow the MOCAS Commercial Invoice testing procedures identified in the WInS Startup/Test instructions (<https://ecweb.dfas.mil/notes>) for batch testing. After your DFAS-Columbus Test Partner approves you for 'Live' submission, contact the WInS System Administrators to obtain the production FTP userid and password information:

(334) 416-5845 or (334) 416-2992

- 3. Batch MOCAS Commercial Invoices, MOCAS Public Vouchers SAMMS Commercial Invoices and STARS Commercial Invoices may be submitted in separate batch transmissions **OR** included in the same batch submission as desired, if batch production approval has been given for multiple invoice types. Separate each invoice or voucher by the appropriate 'H' Record:

H00000IB: MOCAS CI
H00000VB: MOCAS PV
H00000SB: SAMMS CI
H00000RB: STARS CI

MOCAS COMMERCIAL INVOICE BATCH FILE FORMAT
DFAS Web Invoicing System (WInS)
10/08/02

File Position	Field Requirement	Field Name	Field Size	Format	Notes
Mandatory Segment. Line beginning with 'H' is for use by the WInS EDI translator. Each invoice in the batch must have a separate 'H' Record. This line must not be repeated within an invoice. Use hard carriage return to end the 'H' Record					
H Record					
1 - 8	Mandatory	H Record	8	String (AN) (Hard coded: 'H00000IB')	Input is H00000IB
Mandatory Segment. Line beginning with '1' is header information. Each invoice in the batch must have a separate '1' Record. This line must not be repeated within an invoice. Use hard carriage return to end the '1' Record.					
1 Record					
1	Mandatory	1 Record ID	1	String (AN) (Hard coded: '1')	Input is 1
2-9	Mandatory	Invoice Number	8	String (AN)	Note 2 Min/Max: 1/8
10-17	Mandatory (WInS Provided)	Invoice Date	8	Date (DT)	Note 6
18-22	Mandatory	Cage code	5	String (AN)	Min/Max: 5/5 No Letter 'O'
23-35	Mandatory	Contract Number (PIIN)	13	String (AN)	Min/Max: 13/13 No hyphens No Letter 'O'
36-39	Conditional	Delivery Order # (SPIIN)	4	String (AN)	Min/Max: 4/4
40-45	Optional	Ship to Code	6	String (AN)	Min/Max: 6/6
46-53	Mandatory	Shipment Date	8	Date (DT)	YYYYMMDD
54-60	Mandatory	Shipment Number	7	String (AN)	Min/Max: 7/7 aaa a/n nnn, (i.e.: PSD0004)
61-67	Optional	Discount Percentage	7	Real 2 (R2)	Note 1,3,4 (cannot exceed 99.99) Examples: 10% 0010.00 5.25% 0005.25 0.75% 0000.75
68-69	Optional	Discount Due	2	Integer (I)	Note 1,3,4

MOCAS COMMERCIAL INVOICE BATCH FILE FORMAT
DFAS Web Invoicing System (WinS)
10/08/02

File Position	Field Requirement	Field Name	Field Size	Format	Notes
		Days			
70-77	Optional	Discount Due Date	8	Date (DT)	Note 1,4 YYYYMMDD
78-93	Optional	Discount Amount	16, including decimal	Real 2 (R2)	Note 1,3,4
94-109	Mandatory	Total Amount	16, including decimal	Real 2 (R2)	Note 3, 7
110-113	Conditional (Required when transport dollars provided)	Transport Type Code	4	String (AN)	Note 1, 5 Freight = I260 Postage = F460
114-129	Conditional	Transport Amount	16, including decimal	Real 2 (R2)	Note 1, 3 Cannot exceed 189.99
130-164	Optional	Admin Office Contact	35	String (AN)	Note 1, 2
165-184	Optional	Admin Office Phone	20	String (AN)	Note 1, 2
185-193	Optional	Transportation Control Number TCN)	9	String (AN)	Note 1, 2
194	Mandatory	Final Shipment Indicator	1	String (AN)	Input: 1 = Yes, 0 = No
195	Mandatory	Fast Pay Contract Indicator	1	String (AN)	Input: 1 = Yes, 0 = No
196-197	Conditional (Req'd only for Fastpay Invoice)	Transportation Method/Type Code	2	String (AN)	Note 1, 2, 9 (Req'd only for Fastpay Invoice)
198	Optional	Submit	1	String (AN)	Note 6
199	Optional	Extract	1	String (AN)	Note 6
200-205	Mandatory	Pay Office Code (DODAAC)	6	String (AN)	Note 8 Min/Max: 6/6
206-211	Mandatory	Admin Office Code (DODAAC)	6	String (AN)	Min/Max: 6/6 Starts with 'S', ends with either 'A' or '1'.

MOCAS COMMERCIAL INVOICE BATCH FILE FORMAT
DFAS Web Invoicing System (WinS)
10/08/02

File Position	Field Requirement	Field Name	Field Size	Format	Notes
					See contract)
212-217	Conditional (If req'd by contract)	Marked For Code (DODAAC)	6	String (AN)	Min/Max: 6/6 (Fastpay Invoices Only)
218-252	Optional	Company Name	35	String (AN)	Note 6
253-287	Optional	Vendor POC	35	String (AN)	Note 6
288-307	Optional	Vendor Phone	20	String (AN)	Note 6
308-327	Optional	Vendor FAX	20	String (AN)	Note 6
328-329	Optional	Transaction Code	2	String (AN)	Note 6
330-331	Optional	Transaction Type	2	String (AN)	Note 6
Conditional Segment. Line beginning with '2' is only required when the contract calls for accounting data to be provided. If used, it must be repeated within the invoice, one time for each iteration of the '3' Record. (i.e., two '3' Records, then either zero '2' Records or two '2' Records) If there is no data for input to this record, leave the entire record out of the transaction. Use a hard carriage return to end each '2' Record.					
2 Record					
1	Conditional	2 Record ID	1	String (AN) (Hard coded: '2')	Input is 2
2-81	Conditional	Accounting Information	80	String (AN)	Note 10
Mandatory Segment. Line beginning with .'3' is invoice detail information. At least one (1) iteration of the '3' Record is required per invoice. This field may be repeated within a commercial invoice (Note 7). Use a hard carriage return to end each '3' Record.					
3 Record					
1	Mandatory	3 Record ID	1	String (AN) (Hard coded: '3')	Input is 3
2-7	Mandatory	CLIN, CLIN/SLIN, or ELIN	6	String (AN)	Note 2 CLIN or ELIN: 4 digit alphanumeric CLIN/SLIN: 6 digit alphanumeric
8-47	Mandatory	Product number	40	String (AN)	Note 2
48-63	Mandatory	Quantity	16	Integer (I)	Note 3
64-79	Mandatory	Unit Price	16, including decimal	Real 6 (R6)	Note 3
80-159	Optional	Product Description	80	String (AN)	Note 1, 2
160-161	Mandatory	Product type	2	String (AN)	Nat'l Stock Number =

MOCAS COMMERCIAL INVOICE BATCH FILE FORMAT
DFAS Web Invoicing System (WInS)

10/08/02

File Position	Field Requirement	Field Name	Field Size	Format	Notes
					FS Company Part Number = MG
162-163	Mandatory	Unit of Measure	2	String (AN)	Note 11
164-178	Conditional (If req'd by contract)	MILSTRIP Document Number	15	String (AN)	Note 1, 2 Min/Max: 14/15

Data Format Description:

- A. (AN) is an alphanumeric field.
- B. (DT) is a date field. Further format is given in “Notes” for that line.
- C. (Rx) and (I) are numeric fields. The number following the alpha designator denotes the number of decimal places in that field.
- D. Conditional is defined as contract required or contingent on another data field being present.

Notes:

General Notes:

- ** Each commercial invoice must contain one ‘H’ Record, one ‘1’ Record, and at least one ‘3’ Record.
- ** ‘2’ Records are conditional (only submitted if contract requires accounting data on/with the invoice).
- ** File Structure - file name should be made up of (all uppercase letters) CAGE Code_Century Year Month Day; i.e. 0X0X0_19990427. WInS adds unique extensions to differentiate between batches sent on the same date.
- ** Listed below is the information to FTP into the JANUS gateway: Userid and Password are case sensitive
 Server/Host Name: janus.ssg.gunter.af.mil
 Userid: winstest
 Password: battest1
- ** For testing, provide no more than 5 transactions/records per file.
- ** This file is position sensitive. All positions within a field must be filled
- .
- ** When the notes section for a field contains the words “Input is...” the data following those words must be hard coded to the value given.

Specific Notes:

Note 1: Conditional and Optional fields not containing data must be **BLANK** filled

Note 2: Alphanumeric field data is **left aligned** and **right BLANK** filled to meet field size parameter.

Note 3: Numeric fields (real and integer) must be **right aligned**, then **left zero filled** to meet the field size parameter (i.e. total dollars of \$35.75 would be displayed in the UDF as 0000000000035.75 and discount due days of 5 would be displayed as 05). Negative values may not be submitted.

Note 4: Discount % limited to **nn.nn** format (Max: 99.99). Right aligned and zero fill to seven positions.

Discount data rules: If optional discount data is provided, two of the four discount data fields must be provided in one of the following two combinations:

1. Discount Percentage (%) **and** Discount Due Days, OR
2. Discount Due Date **and** Discount Amount.

Note 5: This field will contain the code **I260** denoting freight or **F460** denoting postage.

Note 6: There is no input for this field, data block must be BLANK filled. Data is populated by the Web Invoicing System (WInS). **‘1’ Record, file positions 218 through 331 may be omitted from batch submission.**

Note 7: Aggregate ‘3’ Record cost (detail data) plus Transport Amount (‘1’ Record, positions 114 – 129) must equal Total Amount (‘1’ Record, positions 94 - 109).

Note 8 In the following table please refer to the Entitlements level codes rather than Division codes where Entitlements codes are provided:

MOCAS PAYMENT OFFICE NAME	MOCAS PAY OFFICE ADDRESS	MOCAS PAY OFFICE DoDAAC *
North Entitlements	DFAS-CO-JN	
Bunker Hill Division	DFAS-CO-JNB	SC1016
Minuteman Division	DFAS-CO-JNC	SC1032
New Dominion Division	DFAS-CO-JNF	SC1018
South Entitlements	DFAS-CO-JS	HQ0338
Capitol Division	DFAS-CO-JSC	HQ0338
Chesapeake Division	DFAS-CO-JSD	HQ0338
Southeast Division	DFAS-CO-JSA	HQ0338
West Entitlements	DFAS-CO-JW	HQ0339
Gulfcoast Division	DFAS-CO-JWA	HQ0339
Gateway Division	DFAS-CO-JWB	HQ0339
DPRO West Division	DFAS-CO-JWD	HQ0339
Santa Ana Division	DFAS-CO-JWT	HQ0339
Van Nuys Directorate	DFAS-CO-JWV	HQ0339

Note 9: Conditional – Only Required for Fastpay Invoices

Shipment Method/Type

Description	Shipment Code*
Best Way	T
Air	A
Air Freight	AF
Air Express	AE
Mail	7
Motor	M
Ocean	O
Rail	R

*** Others as applicable (See contract, or call WInS Sysadmin)**

Note 10:

* Accounting Data is only required if directed by your contract.

* Freeform, up to 80 characters (pos'n 2 – 81). When accounting data is required, there must be an '2' Record accounting data iteration for each iteration of the '3' Record line item detail. Each accounting line should contain the CLIN, CLIN/SLIN, or ELIN, the ACRN and the line item's total cost. The current contract modification number may also be included. For example, for a '3' Record line item with a CLIN/SLIN of 0002AA, quantity of 2 and unit price of \$100.00, the associated '2' Record accounting data freeform description would be as below, blank filled to the right to fill out the 80 positions (Pos'n 2 –81):

CLIN/SLIN: 0002AA; ACRN: AD; Mod #: P00022; \$200.00

Note 11:**Units of Measure (U/M)**

Description	U/M*
Each	EA
Box	BX
Lot	LO
ManMonth	MM
Job	JB
Hour	HR
Months of Service	MS
Kit	KT
Package	PG
Feet	FT

* Others as applicable (See contract, or call WInS Sysadmin)

APPENDIX B: ACRONYM LIST

ACO	Administrative Contracting Officer
ACRN	Accounting Classification Reference Number
CAPS	Computerized Automated Payment System
CLIN	Contract Line Item Number
DCMAO	Defense Contract Management Area Office
DFAS	Defense Finance and Accounting Service
DOD	Department of Defense
DODAACS	Department of Defense Activity Address Code
DPPS	Defense Procurement Pay System
DPRO	Defense Plant Representative Office
DSCC	Defense Supply Center Columbus
DSCP	Defense Supply Center Philadelphia
DSCR	Defense Supply Center Richmond
ECRC	Electronic Commerce Resource Center
EDI	Electronic Data Interchange
ELIN	Engineering Line Item Number
FMS	Foreign Military Sales
FTP	File Transfer Protocol
G&A	General and Administrative
IAPS	Integrated Accounts Payable System
ISP	Internet Service Provider
MOCAS	Mechanization of Contract Administration Services
PC	Personal Computer
POC	Point of Contact
PPR	Progress Payment Request
SAMMS	Standard Automated Material Management System
SLIN	Supplemental Line Item Number
SMEs	Small-to-Medium-Sized Enterprises
STARS	Standard Accounting and Reporting System
TDA	Technology Development Activity

URL	Uniform Resource Locator
VAN	Value-Added Network
Web	World Wide Web
WInS	DFAS Web Invoicing System

